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| **Application for the post of:** | **Head of Development** |
| **Closing date/ time for receipt of applications is:** **12 noon on Wednesday 15th October 2025****(Applications received after this time will NOT be considered)** **Applications should be returned to:** **Recruitment@newgorbalsha.org.uk** |

The information you supply in this application form will enable the recruitment panel to decide whether to invite you to an interview. You should complete the form as fully and as accurately as possible to enable your application to be given full consideration. The information provided within your application form will be treated in the strictest of confidence, in accordance with the Data Protection Act 2018.

Please note personal details **will not** be shown to the shortlisting panel.

**CV and any attached additional information will not be accepted.**

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| ***Personal Information***  |
| **Title**  |  |
| **First Name**  |  |
| **Surname**  |  |
| **Address** |  |
| **Postcode** |  |
| **Contact Number**  |  |
| **Email Address**  |  |

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| ***Equality Act 2010***  |
| We are committed to being an Equal Opportunities employer and do not discriminate in any way.  |
| Please let us know if you wish us to make any arrangements to meet your needs if you are called for interview: You can contact Lindsey Dinnen, HR Manager on 0141 429 3900 if you would like further information or discuss further.  |

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| ***References*** ***(Referees will not be approached prior to a conditional offer being accepted)*** |
| Please give details of two referees. They should be qualified to comment on your ability and experience for this appointment and should include a referee from your current or most recent employer, preferably your line manager. Personal references will not be accepted. |
|  | **Referee 1 (Present or most recent employer)** | **Referee 2(Previous employer)** |
| Name  |  |  |
| Job title  |  |  |
| Company Name & Address  |  |  |
| Email  |  |  |
| Contact number |  |  |
| Relationship to you e.g. line manager |  |  |

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| **The Rehabilitation of Offenders Act 1974** |
| The Rehabilitation of Offenders Act 1974 enables some criminal convictions to become spent or ignored, after a ‘rehabilitation period’. Excepted posts are those to which the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 applies. You may be entitled to withhold information about convictions that are ‘spent’ under the provision of the act. In the event of employment, any failure to disclose could result in dismissal or disciplinary action by your employer. If selected for interview you will be required to complete a criminal convictions declaration form that will only be reviewed if an offer of employment is being made. |

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| **Canvassing** |
| Canvassing directly or indirectly in connection with the appointment shall disqualify your application. If discovered after appointment you will be liable to dismissal. |
| **The Data Protection Act 2018** |
| Information from this application will be processed for purposes permitted under the General Data Protection Regulations. You have on written request, the right to access all personal data our organisation holds about you.Information about how your data is used, and the basis for processing your data is provided in our job applicant privacy notice. |

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| **Education/Qualifications** |
| If selected for interview you will be required to bring with you the original certificate(s) of all qualifications referred to in this application. This extends to membership of professional bodies. Please ensure you note any qualifications required for this role.  |
| **Secondary Education** |
| **Subject Studied** | **Grade/ Class** | **Level of Qualification**  |
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| **Further Education** |
| **University or Further Education Establishment** | **Course/ Subject Studied** | **Level of Qualification**  |
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| **Professional Qualifications** |
| **Awarding Body**  | **Qualification/ Membership of Professional Institution**  |
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| **IT/Computer skills (provide details of knowledge and experience relevant to this post)** |
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| **Employment History *(please account for any gaps in employment)***  |
| **Present or Most Recent Employment** |
| Employer’s Name  |  |
| Employers Address |  |
| Employment Dates  |  |
| Job Title  |  |
| Salary |  |
| Notice Period  |  |
| Reason for leaving orseeking new employment |  |
| **Main Duties of the post *(brief bullet points)***  |
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| **Previous Employment**  |
| **Name of Previous Employer** | **Employment Dates**  | **Job TitleMain Duties (brief bullet points) & Reason for Leaving**  |
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*Please add any additional rows as required.*

We want to compare your experience, skills and knowledge with our requirements for this role. You must give examples to demonstrate how you satisfy the criteria detailed in the person specification. Examples do not have to be from paid work but can be from other experience. You can detail experience that may not be exactly what we have requested but which you consider relevant. We are looking for you to show that you have abilities we have set out in the person specification.

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| **EVIDENCE** |
| **EXEPERIENCE** |
| Working for an RSL and/or in partnership with RSLs in the areas of new build, modernisation, and regeneration.  |  |
| Working with Boards & Committees, including preparation and presentation of policies, strategies and reports for approval |  |
| Working effectively with a wide range of stakeholders and partners, including national and local government, financial and other institutions, funders, consultants, partners, colleague Associations, affiliated bodies, staff colleagues, committee members, tenants and other residents. |  |
| Being part of a Management or Leadership Team. |  |
| Preparing specifications and consultant briefs, procuring and appointing design teams and contractors, and successfully leading the development process from inception to completion. |  |
| Identifying development opportunities, and managing projects from acquisition to completion, including securing private finance, housing, and other grants. |  |
| Management and development of the staff team and deploying and supporting them to maximise their contribution to the development process. |  |
| Developing, leading and delivering a comprehensive development strategy. |  |
| Preparing comprehensive development appraisals, including financial modelling and risk assessment. |  |
| Budget and resource plan preparation, management, control and monitoring. |  |
| Analysing and diagnosing problems and implementing effective / innovative solutions. |  |
| **KNOWLEDGE** |
| Statutory and regulatory requirements in construction, including procurement, construction law and regulations, and CDM. |  |
| Scottish Housing Regulator’s relevant requirements in respect of performance, data collection and reporting and best practice guidance (ARC). |  |
| Strategic Housing Investment Planning, funding environment, and procedures. |  |
| Energy efficiency and sustainability requirements, carbon reduction measures, including retrofit, and net zero agenda in housing generally. |  |
| Overarching regulatory environment for housing associations and current issues and legislation affecting the registered social housing sector.  |  |
| Understanding of master planning and the development of urban strategies, and their relationship to the statutory and policy requirement of local authorities.  |  |
| **SKILLS & ABILITIES** |
| Able to analyse complex information and make good financial and strategic judgements. |  |
| Adept at managing a wide range of stakeholder relationships. |  |
| Demonstrable commitment to the pursuit of excellence in the design and construction of housing and place making.  |  |
| Committed to the ethos and values of a Community Controlled Housing Association, community ownership and democracy. |  |

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| ***Additional Information***Please provide any relevant information not covered elsewhere in this form to demonstrate your skills and experience directly related to this role. You may include other activities e.g. voluntary work, major achievements, projects to date and indicate how this will enable you to contribute further to this post. *Please ensure your response does not exceed more than 300 words.*  |
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| ***Declaration of Interest – NGHA requires applicants who are seeking employment with us to disclose any close connection to our organisation. Please complete the following:***This disclosure helps NGHA to meet regulatory requirements and ensure that any potential conflicts of interest are managed appropriately in accordance with our policies. In certain circumstances where an interest is declared, Management Committee approval may be required prior to entering into any contract of employment. Please note that we will maintain a register to record any offers of employment where the employee has a close connection to the Association.  |
| **Please provide the following information** | **Please tick** | **If ‘yes’ please provide details** |
| Are you a member of the Association’s Management Committee? | Yes ÿ No ÿ |  |
| Are you a former member of the Management Committee who has served on the Committee in the past 12 months.  | Yes ÿ No ÿ |  |
| Are you a relative or close friend of a Management Committee Member. | Yes ÿ No ÿ |  |
| Are you a relative or close friend of an employee of the Association. | Yes ÿ No ÿ |  |

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| ***Immigration, Asylum & Nationality Act 2006*** |
| The Immigration, Asylum and Nationality Act 2006 makes it an offence to employ anyone who is not entitled to live or work in the UK. All applicants selected for interview will be required to provide evidence that they are entitled to live and work in the UK. Appropriate documentation may include the original of your current passport, visa, birth certificate or any other document [or combination of documents] indicated by the Act. |
| Do you currently have the right to work and live in the UK?  | Yes | No  |

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| ***Declaration***  |
| I have read this application form fully and I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete.  I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld any relevant information my application may be disqualified or, if I have already been appointed, I may be dismissed without notice.   |
| Signed    | Date   |