



Bristol CLT Operations Manager

Job Advert

This is an exciting opportunity to make a difference in Bristol by working directly with communities to shape the city. We're on the lookout for an Operations Manager to join Bristol Community Land Trust and empower local people to protect and build community assets.

About the organisation

Bristol Community Land Trust (BCLT) exists to secure land and assets for the long-term benefit of the community. Our work has focused on developing community-led housing and supporting other organisations to do the same. We currently own a 12-home mixed tenure development and land that is the site of a 50-home affordable low-carbon community, delivered by our partner, the housing association Brighter Places. BCLT is also a Registered Provider of Social Housing, and as such benefits from access to government funding and the ability to work with other registered partners.

As Bristol's first community land trust, we led the way with our flagship co-housing project at Fishponds Road in 2016. Since then, we have worked with a wide range of community organisations to support community-led housing across the city, including being the host of the enabling hub Community-Led Homes West. Recently, we have been exploring how we can protect community assets under threat and taking part multi-group discussions about greater collaboration across the community-led sector in Bristol.

About the role

As Operations Manager, you are the 'glue' that holds the community land trust together. We're looking for someone who shares our passion, can work independently with strong organisational skills, and has the people skills to build relationships and work collaboratively.

In this role, you will be responsible for understanding the systems and policies that keep BCLT going, working alongside the Board of Trustees to define and meet strategic goals. You will also be the main point of contact for enquiries, handle communications with members, tenants, and partner organisations, and help to manage our homes while supporting the development of new projects.

While some experience in housing or community organising is an advantage, the most important qualities we're looking for are a commitment to our values and an enthusiasm to get involved. There is the possibility for an immediate start date if this works for you.

About the team

Board: The BCLT board consists of 12 members from diverse backgrounds, all committed to community-led housing. The board sets policy, makes key decisions to ensure we stay on track, and takes ultimate responsibility for ensuring we meet our strategic objectives. They attend quarterly board meetings, participate in sub-committees and support the Operations Manager with specific tasks.

Staff: The Operation Manager is currently the only paid staff member, but you will work closely with board members and volunteers who support the work being done. There are plans to expand the team as funding becomes available in 2025.

Volunteers: We have a small but growing team of volunteers who offer their time and skills to help us carry out specific tasks or projects.

Members: Our members are the reason BCLT exists. We are accountable to our members and it is their needs which drive our work. We are always striving to understand more about their needs and find ways to involve them at every level of the organisation.

Why work for us?

- Support a growing movement of people and partner organisations working to combat the loss of community assets and access to land.
- The chance to play a part in countering 'business as usual' in the housing sector and work to empower communities to deliver their own solutions.
- Take on an exciting role on a part-time basis with a flexible working pattern that can fit around your other commitments and home life.
- Build experience across a dynamic housing organisation which is both a Community Land Trust and Registered Provider of Social Housing.
- Make the role your own in a supportive organisation that values creativity and encourages you to develop your own solutions and working methods.
- 25 days holiday (pro rata'd for part-time) & 4% employer contribution in a workplace pension scheme, as well as flexible working hours.

How to apply and key dates

If you're interested in the role, please send a completed Application Form along with your CV to info@bristolclt.co.uk at the earliest opportunity.

Someone will then be in touch to invite you to an informal meeting either online or over the phone. This meeting is not part of the formal interview process and won't be scored. Instead, it's an opportunity to have a chat about the role and for you to ask any question you may have before the interview.

Closing date for all applications is **Thursday 7th of November**

Interviews will take place on **Tuesday the 12th of November** at Brighter Places, Eden House, Eastgate Office Park, Bristol, BS5 6XX or online via Microsoft Teams. If you are unable to attend on this day we will try to accommodate your availability as best we can.

Your point of contact for all other questions is Tom Treacher who can be contacted at tom@bristolclt.co.uk.

For more information about Bristol CLT see: www.bristolclt.co.uk

Welcoming diversity

BCLT works with a wide range of communities and people of all ages. We want our team to reflect this diversity and encourage applications from people of all backgrounds, especially those who are often underrepresented.

We are aware that some underrepresented groups are typically less likely to apply for jobs unless they are sure they comfortably meet all the criteria. With this in mind, we encourage all potential candidates to reflect on their strengths and experience in the broadest sense, including transferable skills and lived experience.

We can provide training and development for successful candidates who may lack the full range of experience. In all cases, we will select the most suitable candidate for the role based on both who they are and what they can bring to the organisation.

Please let us know if you require any additional support in order to fully take part in this recruitment process by contacting info@bristolclt.co.uk. This could mean sending across a video rather than filling out the application statement if this is easier; do contact us and we will see what we can do.