

# Development Manager



- €60,000 - 65,000 per annum
- 24 days annual leave
- Defined Contribution Pension Scheme - up to 5%
- Mileage allowance
- Free car parking
- Employee Assistance Programme
- CPD opportunities

For more information please visit:

[www.cillardahousing.ie](http://www.cillardahousing.ie)

# Cill Dara Housing Association CLG

## Development Manager

Candidate Information Pack, Job Description and Role Profile

<b>Role title</b>	Development Manager
<b>Reporting to</b>	Chief Executive
<b>Location</b>	County Kildare / Hybrid working
<b>Contract</b>	Permanent, full-time
<b>Salary</b>	€60-65,000 per annum
<b>Closing date</b>	5 <sup>th</sup> June 2026 at 5pm

*Prepared for recruitment purposes*

## Contents

1. Welcome from Cill Dara Housing Association
2. About the Association
3. Strategic Context and Growth Ambitions
4. About the Role
5. Job Description
6. Person Specification
7. Initial Priorities
8. Working Arrangements and Terms
9. Recruitment Process and How to Apply
10. Equality, Diversity and Inclusion

## 1. Welcome from Cill Dara Housing Association

Thank you for your interest in the position of Development Manager with Cill Dara Housing Association CLG.

This is an exciting opportunity to join an ambitious and values-driven Approved Housing Body at a significant stage in its organisational development.

The Board has recently approved a Growth Strategy for the Association and, consequently, the recruitment of a Development Manager to lead and coordinate the delivery of that growth programme. The successful candidate will play a central role in translating strategic ambition into practical delivery, ensuring that new housing opportunities are progressed in a structured, sustainable and well-governed manner.

## 2. About Cill Dara Housing Association

Cill Dara Housing Association CLG is an Approved Housing Body providing quality homes and housing services in County Kildare. The Association is committed to providing safe, warm and affordable homes in communities where people are proud to live.

The Association works with local authorities, statutory agencies, funders, communities and sector partners to respond to housing need and to provide sustainable housing solutions that make a meaningful difference to people's lives.

- Delivering safe, sustainable and well-managed homes
- Supporting strong and vibrant communities
- Operating to high standards of governance, accountability and regulatory compliance
- Responding proactively to housing need and sector change; and
- Building the capacity required to grow in a planned and financially sustainable way.

## 3. Strategic Context and Growth Ambitions

The Association's Growth Strategy 2026-2030 sets out a clear ambition to grow and deliver the right type of homes in vibrant and well-managed communities. The strategy is framed by the wider housing need in County Kildare, national housing policy and the funding environment available to Approved Housing Bodies.

The Growth Strategy identifies specific development and organisational priorities, including redevelopment of existing properties, brownfield and infill development

opportunities, CAS-funded schemes, CALF/Payment and Availability opportunities, Part V opportunities and the strengthening of borrowing and delivery capacity.

### **Key growth priorities:**

- The initial focus of the role will be on building and progressing a sustainable pipeline of turnkey, Part V and acquisition opportunities supported through CALF/P&A arrangements
- Securing Housing Finance Agency Certified Borrower status
- Exploration of Part V opportunities throughout County Kildare
- Review of land ownership and title issues to identify future development potential, and
- Building internal development capacity, governance systems and cross-functional delivery arrangements.

## **4. About the Role**

The Development Manager will lead and coordinate the delivery of Cill Dara Housing Association's housing development and growth programme.

This is a varied and strategically important role combining housing development, project management, stakeholder engagement, funding and appraisal work, governance reporting and cross-functional collaboration.

The role will operate as an integrated part of the wider organisation. The postholder will work closely with Cill Dara Housing Association's housing, asset management and finance teams to ensure development activity aligns with operational requirements, tenancy management considerations, long-term asset sustainability and organisational capacity.

The postholder will proactively identify, cultivate and manage relationships with private developers, landowners, agents, housing suppliers and sector stakeholders operating across County Kildare and surrounding counties, with the objective of developing and maintaining a sustainable housing delivery pipeline aligned to the Association's strategic growth ambitions.

The Development Manager will work closely with the Chief Executive Officer, Property and Development Committee, Board, staff teams, consultants, funders and external stakeholders to identify, assess, manage and deliver new housing opportunities across a range of delivery models including CAS, CALF, acquisitions, regeneration and Part V opportunities.

The role will have responsibility for progressing projects from early feasibility and appraisal through to procurement, delivery and operational handover, ensuring that agreed programme milestones, delivery targets and organisational KPIs are achieved.

The postholder will prepare regular reports and updates for the Property and Development Committee and Board, ensuring that project progress, risks, financial implications, governance considerations and delivery performance are clearly monitored, managed and reported.

**The successful candidate will work closely with:**

- Chief Executive Officer;
- Board and relevant Board Committees;
- Housing staff and tenancy management colleagues;
- Asset management and property services staff;
- Finance staff;
- Local authorities and statutory funders;
- Developers, contractors and consultants;
- Solicitors and professional advisors; and
- Sector stakeholders and community representatives.

## 5. Job Description

### Job purpose

The Development Manager will lead and coordinate the delivery of the Association's housing development and growth programme. Working closely with the CEO, Board, staff teams, consultants, funders and external stakeholders, the postholder will identify, assess, manage and deliver new housing opportunities across a range of delivery models including CAS, CALF, acquisitions, regeneration and Part V opportunities.

The role will support the Association in strengthening its long-term development and delivery capability.

### 5.1 Development and growth delivery

- Lead the implementation of the Association's approved Growth Strategy and Development Programme.
- Identify and progress new housing development opportunities aligned with identified social housing need and the Association's strategic objectives.
- Support the assessment and progression of strategic acquisition, regeneration and site opportunities where aligned with the Association's growth objectives
- Lead the progression of schemes through feasibility, appraisal, planning, procurement, funding and delivery stages.
- Explore and assess CAS-funded schemes, CALF/P&A developments, Part V acquisitions, turnkey acquisitions, regeneration and refurbishment projects, and strategic partnerships.
- Coordinate project delivery to ensure schemes are delivered on time, within budget and in line with agreed quality standards.
- Maintain oversight of project risks, programme timelines and project governance arrangements.

## **5.2 Funding, appraisal and financial management**

- Support the Association in securing and managing funding approvals including CAS, CALF and Housing Finance Agency applications.
- Coordinate and work collaboratively with the Association's finance and asset management functions in relation to financial viability considerations, lifecycle maintenance implications, funding appraisals and long-term asset sustainability.
- Work closely with the CEO and finance function regarding project viability, financial planning and cashflow considerations.
- Collaborate closely with the Association's housing, asset management and finance teams to ensure development activity aligns with operational requirements, tenancy management considerations, long-term asset sustainability and financial capacity.
- Ensure strong cross-functional working relationships are maintained across housing management, property services, finance and governance functions to support effective project delivery and organisational integration.
- Assist in progressing Certified Borrower status with the Housing Finance Agency.
- Ensure value for money and robust financial oversight across all development activity.
- Develop, maintain and report on a live development pipeline tracker;
- Identify and progress acquisition and turnkey opportunities;
- Maintain oversight of pipeline conversion rates, scheme progression and delivery targets;
- Report pipeline performance and development KPIs to the Property & Development Committee and Board.

## **5.3 Stakeholder and partnership management**

- Build and maintain strong relationships with local authorities across County Kildare and surrounding counties where opportunities align with the Association's strategic objectives and operational capacity, together with the Department of Housing, Local Government and Heritage, the Housing Agency, the Housing Finance Agency, developers, consultants, solicitors and sector stakeholders.
- Represent the Association at sector meetings, local authority engagements and relevant forums.
- Coordinate stakeholder consultation and community engagement activity where required.
- Support the Association in enhancing its reputation and profile within the housing sector.
- Negotiate and liaise with relevant parties in consultation with the CEO.
- Lead and manage relationships with private developers delivering turnkey and Part V schemes.

## **5.4 Governance, compliance and reporting**

- Ensure all development activity is undertaken in accordance with AHBRA Standards, public procurement requirements, Capital Works Management Framework requirements, health and safety obligations, planning and building regulations and relevant governance requirements.
- Prepare high-quality reports, papers and updates for the CEO, Senior Management Team, Board and relevant Board Committees.
- Maintain accurate project documentation, audit trails and scheme records.
- Support the development and review of development-related policies, procedures and governance frameworks.
- Ensure that project risks, financial implications and decision points are clearly escalated and reported.
- The postholder will prepare regular performance and pipeline reports for the Property & Development Committee and Board, ensuring delivery targets, KPIs, risks and scheme progression are effectively monitored and reported.

## **5.5 Project, consultant and contractor management**

- Coordinate external consultants and professional advisors including architects, engineers, quantity surveyors and solicitors.
- Monitor project milestones and proactively address delays or emerging issues.
- Coordinate scheme handovers and transitions into operational housing management.
- Work collaboratively with housing and asset management staff to support smooth mobilisation, handover, repairs and maintenance planning, compliance readiness and long-term asset management considerations.
- Ensure projects are delivered with a strong focus on quality, sustainability and long-term asset performance.
- Support and coordinate legal and transactional processes associated with acquisitions and development agreements, including engagement with solicitors, funding institutions and professional advisors.

## **5.6 Organisational contribution**

- Contribute to business planning and strategic planning processes.
- Support the development of organisational systems, procedures and reporting arrangements required to manage growth.
- Work collaboratively across teams to ensure development activity strengthens, rather than stretches, organisational capacity.
- Promote a culture of accountability, good governance, collaboration and continuous improvement.
- Support the CEO and Board in developing the Association's long-term development capability.

## 6. Person Specification

The person specification below sets out the experience, knowledge, skills and attributes required for the role.

Criteria	Essential	Desirable
Relevant experience in housing development, property, construction, regeneration or a related environment	✓	
Experience managing projects through multiple delivery stages	✓	
Knowledge of the Irish social housing and Approved Housing Body sector	✓	
Understanding of CAS, CALF, HFA and related housing funding mechanisms	✓	
Experience working with local authorities and public sector stakeholders	✓	
Strong project management and organisational skills	✓	
Experience preparing reports, appraisals and business cases	✓	
Strong negotiation and stakeholder management skills	✓	
Commercial awareness and financial understanding relevant to development projects	✓	
Understanding of governance, compliance and risk management	✓	
Experience within an Approved Housing Body		✓
Understanding of public procurement and Capital Works Management Framework requirements		✓
Experience with regeneration or brownfield development projects		✓
Professional membership relevant to the role, such as SCSI, CIOB, RIAI or equivalent		✓
Project management qualification		✓

## Qualifications

Candidates should ideally possess a relevant third-level qualification in property, housing, construction, planning, surveying, engineering, project management or a related discipline. Relevant professional experience may also be considered in lieu of formal qualifications.

A full clean driving licence and access to a vehicle is required for this role.

## Personal attributes

- Strong leadership and initiative;
- A solutions-focused and pragmatic approach;
- Excellent interpersonal and relationship-building skills;
- High levels of integrity and accountability;
- Strong analytical and problem-solving capability;
- Commitment to social purpose and community impact;
- Resilience and adaptability in a fast-changing environment; and
- Ability to operate strategically while maintaining attention to operational detail.

## 7. Initial Priority Areas

The successful candidate will initially support delivery of the Association's agreed growth priorities including:

- Exploration of Part V, turnkey and CAS opportunities across County Kildare;
- Review of land ownership and title-related development opportunities;
- Strengthening development governance and delivery systems; and
- Supporting the Association in securing HFA Certified Borrower status.

## 8. Working Arrangements and Terms

- Permanent, full-time role;
- County Kildare based with hybrid and flexible working arrangements available;
- Travel within County Kildare and occasionally nationally may be required;
- Competitive salary and benefits package;
- Ongoing professional development and training

## 9. Recruitment Process and How to Apply

The recruitment process may include application shortlisting, panel interview, presentation or assessment exercise and reference checking. Shortlisted candidates will be contacted directly regarding next steps.

### **Applicants should submit:**

- A detailed CV; and
- A cover letter outlining their suitability for the role **(applications not accompanied by a cover letter will not be accepted).**

Applications should be submitted to: [phillip.morrisongale@cilldarahousing.ie](mailto:phillip.morrisongale@cilldarahousing.ie)

**Closing date: 5<sup>th</sup> June at 5pm**

## 10. Equality, Diversity and Inclusion

Cill Dara Housing Association CLG is committed to creating an inclusive and supportive working environment and welcomes applications from candidates from diverse backgrounds. The Association is an equal opportunities employer.