

CIH Job Description



Job title:	National Director, Scotland
Department:	Policy, Communications and External Affairs
Reports to:	Director of Policy Communication and External Affairs
Management of:	CIH Scotland team
Location:	Scotland (Hybrid – Edinburgh office and home working, with travel as needed)
Grade:	Band 2
Date prepared:	October 2025
Job purpose: <ul style="list-style-type: none"> • Act as a visible and respected leader for housing in Scotland, representing CIH to external partners and stakeholders. • Lead the delivery of policy, advocacy, and membership engagement activity in Scotland, ensuring alignment with CIH’s corporate plan. • Work with members, the Scotland board, and colleagues to develop and deliver an ambitious operational plan and budget for Scotland, covering policy, membership growth, education, and income generation. • Oversee the work of the Scotland team, ensuring plans and outputs are relevant to members and fully integrated across CIH. • Contribute to UK-wide corporate projects and play an active role in the senior management group. 	
Key responsibilities: <ul style="list-style-type: none"> • Act as a visible and respected leader for housing in Scotland, representing CIH with government, stakeholders, and the media. • Serve as a CIH ambassador, building strong relationships with members, employers, partners, and customers to grow influence and income. • Lead the development and delivery of CIH Scotland’s operational plan and budget, covering policy, external affairs, membership growth, education, and events. • Support and strengthen the CIH Scotland Board and Housing Education Group, ensuring member insight informs qualifications and services. • Oversee content and delivery for major Scottish events, including the Housing Festival and Housing Awards. • Manage and develop the Scotland team, fostering a customer-focused culture, ensuring compliance with CIH policies, and promoting equality, diversity, and inclusion. • Monitor team performance against targets, encouraging collaboration and continuous improvement. • Play an active role in CIH’s UK-wide management and policy teams, leading cross-nation projects where required. • Undertake other duties as reasonably required. 	
Key working relationships <ul style="list-style-type: none"> • CIH colleagues across policy, membership, events, education, communications, marketing, and cross-nation teams. • CIH Scotland Board, Governing Body, committees, and members • External stakeholders in Scotland and the wider UK, including Scottish Government, Scottish Parliament, Westminster government, housing providers, social landlords, partner organisations, trade bodies, and the media. • Wider housing networks across Scotland and the UK. 	



Person specification - Knowledge, skills and experience (see annex A for detail) <ul style="list-style-type: none">• Knowledge of the housing sector and housing policy in Scotland• Strong stakeholder and networking skills• Excellent written and oral communication skills• Experience of people and budget management• A team player and effective self-manager• Strong values, with a commitment to EDI and wellbeing
Other information: <ul style="list-style-type: none">• Travel across Scotland as part of the role and some UK travel (Driving license required)• Some overnight stays may be required• Candidates without housing qualifications may be asked to undertake CIH's Level 4 Certificate in Housing
Signed: <i>R Williamson</i> Date: October 2025 Reviewed: October 2025



Annex A: Person specification

Person specification		
Knowledge	Essential	Desirable
Strong understanding of current housing policy and practice in Scotland	E	
Skills and abilities		
Strong interpersonal and relationship-building skills , with experience engaging members, stakeholders, and partners to achieve organisational goals in fast-paced environments	E	
Proactive, accountable, and solutions-focused , with the ability to take initiative, innovate, and resolve complex challenges	E	
Strategic and organised , skilled at setting direction, managing priorities, and delivering high-quality outcomes on time through collaboration	E	
Excellent written and verbal communication , able to convey complex information clearly and accessibly to diverse audiences	E	
Policy and advocacy expertise , with the ability to influence, shape debate, and contribute effectively to public affairs	E	
Flexible and adaptable , maintaining a positive approach in times of change and challenge	E	
Strong digital and ICT skills , including MS Office and effective use of social media for professional purposes	E	
Experience of		
Working in a membership body		D
Working in a housing organisation or similar setting	E	
Advocacy and campaigning strategies	E	
Business development		D
Project management		D
Presenting on public platforms	E	
Research		D
Managing people and budgets	E	
Qualifications		
Degree qualified or equivalent	E	
Housing qualification		D
Personal qualities		
Professional and personal credibility to act as an ambassador for CIH	E	
Commitment to equality and diversity and an understanding of how it applies to your role	E	
Self-awareness, and commitment to continuous professional development	E	
Commitment to CIH's charitable aims, objectives and values	E	
Strong commitment to teamwork	E	
Self-motivation and drive	E	