

Role Profile – The What, The Where, The How

POSITION	Development Manager		
TEAM	Development and Sales	LOCATION	Coastline House
VERSION	7	LAST UPDATED	July 2025

THE PURPOSE OF THIS ROLE IS TO

As part of the wider Development and Sales team the Development Manager role is responsible for the identification, acquisition and delivery of high-quality housing schemes for Coastline, to fulfil the aims of our Development Strategy and help us achieve our ambition to solve the housing crisis in Cornwall. In order to achieve this Development Managers are involved in all aspects of financial appraisal, site acquisition, planning and contract negotiation. They work closely with, and line manage Development Officers who oversee the day to day matters of schemes that are on site. Maintaining financial responsibility for schemes over their lifetime is a key responsibility. Along with the rest of the team we strive to deliver an excellent service to customers and ensure we deliver high quality, safe, affordable housing within the communities that people want to live in.

Specific Accountabilities – The Brass Tacks

In the role, day to day, you'll be responsible for:

1. Identification and assessment of acquisition of land and / or development opportunities that fit with Coastlines aims and objectives.
2. Management of the planning process for development schemes including leading project teams of consults and contractors.
3. Negotiation and agreement of Development Agreements and Build Contracts that meet all of Coastlines requirements and fit within financial parameters.
4. Review and assess the risks associated with the scheme and mitigate exposure to Coastline.
5. Carrying out financial appraisals for potential schemes and completing out turn reviews of completed schemes.
6. Carrying out monthly cashflow updating and ensuring financial targets and milestones are met.
7. Liaising with Sales and Lettings teams regarding scheme handovers and ensuring all information is provided to allow the successful sales and letting of homes to customers.
8. Line management of one or more Development Officer, as well as working more generally with Development Officers of specific schemes.
9. Work with the Quality and Customer Care Manager and Commercial and Technical Managers on defect and quality issues to ensure customers receive the best service possible.

Person Specification – The Who

PERSONAL SKILLS AND QUALITIES

At Coastline we are more concerned with how you work and what you bring to the role over formal qualifications or criteria. Specifically, what we're looking for is someone who:

- Demonstrates behaviours in accordance with Coastline's values:
 - Put our customers first
 - Be open, honest and accountable
 - Value each other
 - Strive to be the best
- Has experience of delivering a range of development schemes from land acquisition to completion, preferably in a housing association environment.
- Has an eye for quality and works in a customer focused way.
- Has experience of, and understands what is required to carry out scheme viability appraisals for a range of different schemes. This includes the use of viability appraisal software such as ProVal.
- Has a understanding of risk management and application.
- Has experience of managing budgets and cashflow for a variety of complex schemes and has an understanding of home schemes are funded.
- Has experience of communicating and negotiating with stakeholders including customers, board members, developers, contractors, funders and the local community.
- Understands the importance of risk management and is able to put mitigations in place to ensure Coastlines interests are protected.
- Is a great team player but is also able to manage their own time and prioritise their workload to ensure targets are met.
- Is able to communicate well and prepare and present information to range of audiences.
- Has a full driving licence and a satisfactory **basic** DBS check;
- Some experience in the following would be an advantage:
 - The requirements of Homes England Capital Funding Guide and delivery of compliant schemes.
 - Detailed understanding of Sectional Agreements and other legal matters relating to development activity.
 - Working alongside sales, lettings and asset management colleagues,
 - Experiences of working across a range of tenures including Affordable and Social Rent, Rent to Buy, Shared Ownership and Private Sale.

- An up-to-date knowledge of some of the challenges to delivery e.g. Building Regulations, Planning requirements, Future Homes Standard, Zero Carbon agenda and the wider economy.

General Obligations - For All Of Us

1. Represent the company positively with all external agencies.
2. Service and support the company as requested.
3. Establish, develop and maintain effective working relationships with all work colleagues.
4. Ensure compliance with the company's health and safety policies and procedures.
5. Continually promote equal opportunities and customer care in full compliance with the company's policy and standards.

REPORTING

Reports to the Head of Development and Sales

Line Manages at least one Development Officer

CONTACTS

Internal

- Sales and lettings teams
- Finance
- Asset Management
- Customer Access Team
- Senior Leadership Team
- Board

External

- Funders including Homes England and Cornwall Council
- Local Authority Planning Authority
- Contractors, Developers and Consultants
- Parish, Town and Cornwall Council
- Local Communities
- Other Registered Providers

