

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: • 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: • 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 • 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) • 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: • 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	