



Property Development Manager

Candidate Briefing Document



ABOUT CILL DARA HOUSING ASSOCIATION

Cill Dara Housing Association CLG is an Approved Housing Body providing quality homes and housing services in County Kildare.

Working with local authorities, statutory agencies, funders, communities and sector partners, the Association responds to housing needs and provides sustainable housing solutions that make a meaningful difference to people's lives. It is committed to providing safe, warm and affordable homes in communities where people are proud to live.

For more information, please visit www.cilldarahousing.ie



VISION

To provide quality homes and services for people in housing need; we are proud to play a role in supporting the development of safe and sustainable communities where people are proud to live.

VALUES

Cill Dara Housing Association lives by four core values and strives to ensure everything delivered, as an organisation and as individuals demonstrates these:

- Accountable,
- Respectful,
- Customer and Community Focussed,
- Open and Honest.

GOVERNANCE

Cill Dara Housing Association is a registered charity (20029371) and Approved Housing Body, registered with the AHBRA (AHB-02823). It is governed in accordance with its Constitution by a Board of Directors who are responsible for good governance and the strategic direction of CDHA.



CONTEXT FOR APPOINTMENT

The Board has recently approved a Growth Strategy to 2030 which sets out a clear ambition to grow and deliver the right type of homes in vibrant and well-managed communities.

Framed by the wider housing need in County Kildare and surrounding counties, national housing policy and the funding environment available to Approved Housing Bodies, this strategy will be delivered primarily through turnkey acquisitions, Part V opportunities and CALF/Payment and Availability arrangements.

This is a newly created role, reporting to the CEO, with genuine board-level backing and the opportunity to build a development function and pipeline from the ground up.



THE POSITION

Title	Property Development Manager
Reporting to	Chief Executive Officer
Board Reporting	Property and Development Committee
Place of Work	Kildare Town; hybrid and flexible working arrangements available, with travel as required (within Kildare and occasionally nationally).
Contract Type	Permanent, following successful completion of probationary period

ROLE SUMMARY

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

Working closely with a broad range of stakeholders, the postholder 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 role operates as an integrated part of the wider organisation, working closely with housing, asset management and finance teams to ensure development activity aligns with long-term asset sustainability and organisational capacity.

Growth Delivery and Pipeline Development

- Lead the implementation of the Association's Growth Strategy, identifying and progressing Part V, turnkey, acquisition and CALF/P&A opportunities across County Kildare and surrounding counties.
- Support the assessment and progression of strategic acquisition, regeneration and site opportunities where aligned with the Association's growth objectives and lead the progression of schemes through feasibility, appraisal, planning, procurement, funding and delivery stages.
- Develop and maintain a live development pipeline tracker, with oversight of conversion rates, scheme progression and delivery targets, ensuring schemes are delivered on time, within budget and in line with agreed quality and governance standards.
- Build and manage relationships with private developers, landowners, agents, housing suppliers and sector stakeholders to sustain a healthy pipeline.





Funding, Appraisal and Financial Oversight

- Support the securing and management of funding approvals including CALF and Housing Finance Agency applications, and assist in progressing HFA Certified Borrower status.
- Coordinate with the finance and asset management functions on financial viability assessments, lifecycle maintenance implications and long-term asset sustainability.
- Ensure value for money and robust financial oversight across all development activity, with clear escalation of risks, financial implications and decision points.

Stakeholder and Partnership Management

- Work collaboratively across internal teams to ensure development activity strengthens, rather than stretches, organisational capacity.
- Build and maintain strong relationships with local authorities, the Department of Housing, the Housing Agency, the Housing Finance Agency, developers, consultants, solicitors and sector stakeholders and lead and manage relationships with private developers delivering turnkey and Part V schemes.
- Represent the Association at sector meetings, local authority engagements and relevant forums.
- Lead relationships with private developers delivering turnkey and Part V schemes, negotiating and liaising with relevant parties in consultation with the CEO.
- Support the Association in enhancing its reputation and profile within the housing sector.

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 and relevant planning and building regulations.
- Prepare high-quality reports, papers and updates for the CEO, Board and Property and Development Committee, ensuring delivery targets, KPIs and risks are effectively monitored.
- Maintain accurate project documentation, audit trails and scheme records, and support the development of development-related policies and governance frameworks.
- Ensure that project risks, financial implications and decision points are clearly escalated and reported.





Project, Consultant and Contractor Management

- Coordinate external consultants and professional advisors including architects, engineers, quantity surveyors and solicitors, monitoring project milestones and proactively addressing delays.
- Coordinate scheme handovers and transitions into operational housing management, working with housing and asset management staff on mobilisation, compliance readiness and long-term asset planning.
- Support legal and transactional processes associated with acquisitions and development agreements, including engagement with solicitors, funding institutions and professional advisors.

This job description is not a definitive list of tasks; rather it is designed to give an overview of the job. It is envisaged that the post-holder will use their own initiative and develop the job under guidance so that the organisation's aims are achieved.

PERSON PROFILE

This is an opportunity for a commercially aware housing development professional to play a central role in a values-driven Approved Housing Body at a pivotal stage of growth.

The successful candidate will ideally have practical experience of delivering housing through Part V, turnkey or acquisition routes and will be comfortable building a development function from the ground up.



CORE COMPETENCIES AND SKILLS



Core Criteria	Essential	Desirable
Relevant experience in housing development, property, construction, regeneration or a related environment, including managing projects through multiple delivery stages	✓	
Knowledge of the Irish social housing and Approved Housing Body sector	✓	
Strong negotiation and stakeholder management skills, including experience working with local authorities and public sector bodies	✓	
Strong project management and organisational skills, including experience preparing reports, appraisals and business cases for board or committee audiences	✓	
Commercial awareness and financial understanding relevant to development projects	✓	
Understanding of governance, compliance and risk management	✓	
A full clean driving licence and access to a vehicle	✓	
A relevant third-level qualification in property, housing, construction, planning, surveying, engineering, project management or a related discipline and professional membership such as SCSI, CIOB, RIAI or equivalent is desirable. Relevant professional experience will also be considered.		✓
Project management qualification		✓
Experience within an Approved Housing Body		✓
Understanding of public procurement and CWMF requirements		✓
Understanding of CALF, P&A, CAS, HFA and related funding mechanisms		✓

If this role is of interest to you and you believe you have what it takes to be successful, but don't necessarily believe that you meet every single criterion above, please do still get in touch so we can discuss further how you may be a fit.

PRIORITIES FOR POST HOLDER IN FIRST 12 MONTHS

In your first 12 months in the role, you will lead on the following priorities:

- ✓ Establish relationships with Kildare County Council and local authorities in neighbouring counties and begin identifying and appraising Part V, turnkey and acquisition opportunities.
- ✓ Develop and implement a pipeline tracker and reporting framework for the Property and Development Committee and Board.
- ✓ Strengthen development governance, delivery systems and cross-functional working with housing, asset management and finance teams.
- ✓ Support the Association in assessing and progressing HFA Certified Borrower status

REMUNERATION



The starting salary for this role will be in the range of **€65,000-€75,000** per annum, commensurate with experience.

Cill Dara Housing Association provides staff members with an array of benefits and supports that increase their financial security, health, and well-being. We also support staff members to develop professionally and promote a healthy work life balance.

Some of these discretionary benefits and supports include:

- Paid time off, including 24 holiday days;
- Defined Contribution Pension Scheme
- Mileage allowance;
- Free car parking;
- Employee Assistance Programme;
- CPD opportunities and support for relevant professional memberships; and
- Hybrid and flexible working arrangements.



APPLICATION PROCESS

Recruitment for this role is being managed exclusively by 2into3.

If you are an experienced property development professional looking to take on a rewarding role, please send your CV and cover letter to **Shannon Barrett, Principal - Talent Services, 2into3**.

The closing date for applications is **12pm, Monday 5th October, 2026**.

All enquiries regarding the role will be held in strictest confidence.

- **E-mail** shannon.barrett@2into3.com
- **Mobile** + 353 86 180 6051
- **Address** 2into3, The Academy, 42 Pearse Street, Dublin 2, D02 YX88
- **Website** www.2into3.com

Cill Dara Housing Association is an equal opportunities employer committed to a diverse work environment and welcomes suitably qualified applicants from all sections of society.

At 2into3, we endeavour to make all reasonable accommodations to facilitate the participation of candidates in the recruitment process. Please let us know if you require any specific accommodations at any stage of the recruitment process.

All expressions of interest and applications received will be processed in accordance with GDPR requirements; please review our [Privacy Statement](#).

This position will be offered subject to pre-employment reference checks. The successful candidate may be required to complete a pre-employment medical check and be certified as fit to perform the duties of the role in advance of taking up employment.

