

Expression of Interest

Appointment of an Independent Tenant Advisor

The Tenant Representatives at East Devon District Council invite Expressions of Interest for tendering for the appointment of an Independent Tenant Adviser to work with tenants and ensure that tenant consultation and involvement in the Stock Options Appraisal is fair and wide reaching.

Your role will be to:

- Provide independent advice, information and support to tenants on future housing options.
- Make sure that tenants have a real voice in the Stock Options Appraisal process.
- Validate the information about Stock Options put out by the Council and its consultants.
- Work with tenants on the details of any preferred option.
- Conduct or advise on tenant surveys and focus groups.
- Meet regularly with tenants, leaseholders, Council Members and officers to review the progress of work undertaken.

Your core tasks will be to:

- Gather information to make sure tenants' priorities are addressed.
- Support individual tenants' groups involved in the Stock Option Appraisal process.
- Help tenants develop their skills and knowledge and interpret information provided and developed by the Council and its consultants.

You will need to show:

- A thorough knowledge and understanding of the Stock Options Appraisal process as detailed in Office of the Deputy Prime Minister's guidance.
- A proven track record in this or a similar field.
- Experience of working in diverse communities, particularly rural areas.

We will need two references from other local authorities, two references from tenant groups, information on the proposed methodology and availability to carry out the project according to an agreed timescale and details of anticipated costs. The Council aims to complete the Stock Options Appraisal by March 2005.

A shortlist of suitable applicants will be drawn up and invited to tender for the work.

Please return submissions to The Tenant Participation Officer, East Devon District Council, Knowle, Sidmouth, Devon, EX10 8HL, by May 2004.