



Assistant Development Manager

Location: On-site at Stratford, London

Reporting to: Project Director

Contract Type: Full-time

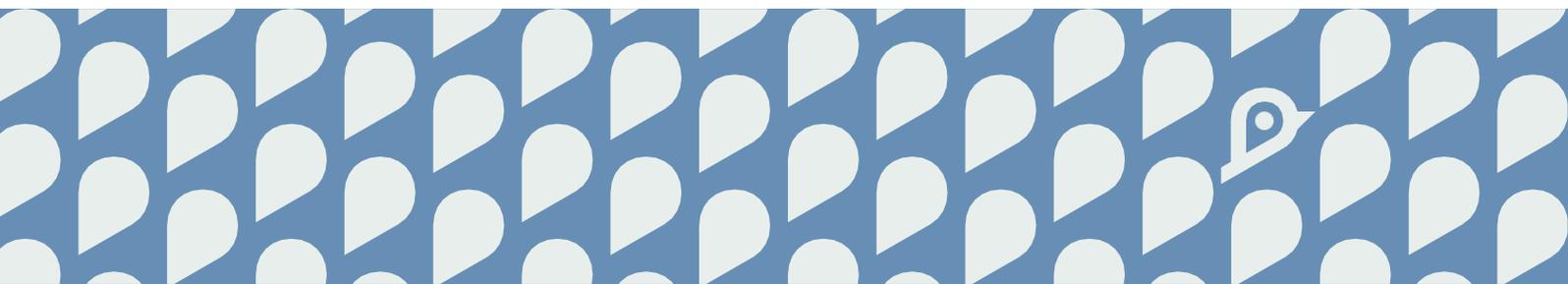
About Us

We're growing – as Newham's housing delivery company Populo Living Group has built just under 1,000 homes and has a pipeline of several thousand more to come. We manage over 500 private homes, in addition to over 250 affordable homes via Populo Homes, our registered provider subsidiary. Our developments range in size from small infill to large scale sites, including the reimagining of the Carpenters Estate in Stratford, one of the most exciting regeneration projects in the UK. We are committed to building more and better homes for the residents of Newham, including high proportions of affordable homes.

Role Purpose

This is an excellent opportunity for an enthusiastic individual looking to start a career in residential development. The successful candidate will join our Award-Winning Development team and support the pre-construction stages of our development projects. This will include assisting in progressing potential new developments or project phases through technical, legal, planning, and financial milestones, culminating in budget approval and commencement on site.

Populo values in-person collaboration and a strong team culture, as well as an interest in personal development and a desire to progress into a Development Management role in the future. The role will be based in the Stratford office reporting into a Project Director.





General responsibilities

- Support the preparation and agreement of development budgets, programmes and financial models.
- Monitor developments through regular review of development cashflows and reports.
- Assist with procurement of consultants, completing their appointments and collateral warranties, including coordination of documentation and signatures.
- Prepare documentation and reports required for internal approvals, audit compliance and development decisions
- Procure supporting information (e.g., surveys, reports, assessments) necessary for planning and pre-delivery design stages.
- Place orders and manage invoice queries where required.
- Approve invoices via company financial systems.
- Liaise with internal and external teams to ensure all required development documentation is available at the appropriate stage.
- Manage small projects with the support of a senior member of staff to support career progression.
- Undertake any other duties reasonably required within the scope of the role.

Candidate Requirements

Essential

- Proficient in Microsoft Office applications, particularly Excel, Word, and Outlook.
- Strong interest in development or pre-construction activities.
- Highly organised and methodical with strong attention to detail.
- Strong numerical skills, with the ability to undertake feasibility appraisals (or an interest in learning how to do this)
- Highly literate, with the ability to understand and interpret complex legal documentation (or an interest in learning how to do this)
- Commitment to accountability, performance management, target setting, and monitoring.
- Professional, inquisitive and confident manner.
- Ability to work both independently and as part of a team, with sound decision-making skills and a strong sense of responsibility.
- Strong communication skills, with the ability to engage effectively at all levels.

Desirable

- Development, design or construction degree or;
- Some experience of development within the construction industry.

