



Planning Graduate opportunity

You want to kick-off your career. You are brimming with fresh ideas and you want to share them. You need to be in a place where contribution and collaboration are encouraged. You want to make a positive impact on society. But most of all you want to love where you work - let's face it, it makes life so much better.

If this is you, join us at Homes for Scotland.

We're an organisation focused on ensuring an increased supply of much-needed high-quality new homes, of all tenures, across Scotland. To achieve this, the sector needs a supportive operational environment to ensure that the substantial social and economic benefits associated with delivering more homes can be realised.

Homes for Scotland (HFS) members deliver the vast majority of new homes of all tenures in Scotland.

As a graduate, you'll preferably have a degree and/or postgraduate qualification in planning, economics, housing, real estate, social policy, politics, or similar. But most of all we want your passion and desire to build a career relating to Scotland's home building sector.

In researching, writing reports and collecting data, you'll be managed and guided by the Director of Planning and Planning Advisor. You will assist on a broad range of interesting and important planning work suitable to an outstanding candidate straight from the point of graduation, helping you move from education to professional success and develop your potential personally and professionally.

In return for your passion and collaboration, you will receive:

- On the job training in the scrutiny and monitoring of, and collaborative input to, emerging policy
- A chance to be involved in significant projects across our planning team and wider business
- If relevant, mentoring support as you complete professional accreditation *(for example, if you have already completed a fully RTPI accredited qualification we will support you through the Licentiate Assessment of Professional Competence (L-APC) route to becoming a Chartered Town Planner)*

Benefits for this full-time position include a competitive salary with employer's pension contributions, private life cover, health cash plan, health insurance and cycle to work schemes also offered. We operate a flexible working policy.

About You

You're at the start of your career journey and we want to support you along the way. Our small and impactful team is pragmatic, open and fully supportive of professional and personal development. In joining us, you'll be able to bring all who you are to work. In return, we will give you an excellent opportunity to develop your skills and understanding of the planning system in a collaborative environment whilst influencing and working with public and private sector stakeholders.

About Us

Homes for Scotland represents the country's home building sector. Together, our membership delivers the majority of all new homes and includes private builders and registered social landlords as well as associate members drawn from the supporting sectors and professional services. Our primary purpose is to deliver more homes for Scotland.

Our values are:

- Collaboration
We work collaboratively
We are personable and friendly
- Integrity
We have integrity
We are honest and consistent
- Passion
We are passionate about our work
We are authoritative and confident
- Excellence
We strive for excellence
We are professional and committed

HFS looks to change, challenge and collaborate on behalf of members to ensure the housing needs and aspirations of all those living in Scotland are met.

- We work with government at all levels
- We engage constructively with other stakeholder groups
- We lead debate on the issues that affect housing delivery
- We question policy and guidance where necessary
- We seek and offer solutions to stimulate change

Job Description

Managed and guided by the Director of Planning, you will assist on a broad range of interesting and important work suitable to an outstanding candidate straight from the point of graduation.

To perform successfully in this role, you will need to be confident and competent in the following areas:

- Writing reports, taking notes of meeting discussions and helping compile and write documents.
- Undertaking basic research and helping colleagues with a variety of scales of projects.
- Managing small projects of your own to start with, with these increasing in complexity and size over time.
- Forging and maintaining relationships with members, stakeholders and planning authority staff.
- Attending meetings including Home Builder Committees, meetings with planning authorities and with wider stakeholders, with team members and alone over time.
- Providing some administrative support e.g. setting up meetings, assisting with office IT

Person specification – essential

- Ability to work in line with our organisational values
- Degree/Diploma in a relevant subject
- IT skills, including Microsoft Office (e.g. Word, Excel, Teams and PowerPoint)
- Interpersonal skills plus ability to work on own initiative
- Confidence working with numbers, including ability to collect data/evidence and then clearly report on the implications, both verbally and in writing
- Energy and enthusiasm
- Excellent written and oral communication skills
- Strong organisational skills
- Interest in the home building sector and its wider operational environment

Salary and benefits

This full-time position includes a competitive salary, with employer's pension contributions, private life cover, health cash plan, health insurance and cycle to work schemes also offered. We operate a flexible working policy, but would anticipate the successful candidate coming into the office at least 4 days per week initially.

To Apply

Please submit a covering letter and CV (each no longer than 2 sides of A4) to Director of Planning Kevin Murphy at k.murphy@homesforscotland.com. Your covering letter should clearly demonstrate how you meet the person specification.

Please note that candidates invited for interview will be expected to prepare and deliver a short written report and presentation on a topic to be advised.

Closing date is 15 August 2025 with interviews anticipated week beginning 15 September 2025. Start date to be agreed with the successful candidate.