



**ROLE MANIFESTO**  
Acquisitions  
Analyst (Junior  
Designer)

## ROLE MANIFESTO

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**Job Title:** Junior Designer  
**Reports to:** Senior Designer  
**Reports:**  
**Based:** Manchester  
**Working hours:** 37.5 hours per week  
**Salary:** £22k to £24k  
**Time Scale:** Full time, permanent.  
**Start date:** ASAP

**Benefits:** 25 holiday days per year; Team social events and trips;

Wellness allowance of £35 per month in Manchester; £70 in London;

Private healthcare subsidised 50% by HSPG; Healthy snacks in the office (if office-based); Monthly supper clubs with Deliveroo provided; On-site parking (if Manchester-based); Employee referral scheme.

### **Our Vision:**

Affordable Housing' is a division of HSPG which provides Acquisition, Financing and Management to Funders, Local Authorities and Residents. By April 2023, will have contractually committed to £300m of property across England.

By April 2023 Asset Management will grow to £5m pa revenue/£1m EBITDA, UK wide Affordable and Social Housing company providing Asset Management, active property management , compliance auditing and reporting and RP, for external investors and landlords, HSPG, Housing providers, LA's and residential/service users.

By April 2023, to grow Supported Housing into a £250m pa revenue UK and Ireland based Social Impact Real Estate business which acquires, refurbishes, leases and finances housing for investors, housing providers, Local Authorities and residents

### **CORE MISSION OF THIS ROLE**

To assist in create engaging and visually attractive marketing material to represent HSPG and our vision to help reduce the issue of homelessness. In addition to support and help grow partner businesses through producing content.

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## Our Behaviours:

Rate against each behaviour in the interview (+ = strong; +/- = unsure; - = unlikely)

 <p><b>SHOW ENTHUSIASM</b></p> <p>You're ambitious for yourself and the business: striving to drive your own career and the overall business mission forwards</p> <p>Get involved! Contribute to your department, don't just wait to be asked to do something. Ask questions, step up and immerse yourself</p> <p>Start interactions with enthusiasm, expecting a positive outcome</p> <p>This doesn't mean you have to be loud and shout about everything, but be positive and driven in your own personal way</p>	
 <p><b>CHALLENGE THE NORM</b></p> <p>Be 'big picture thinking' and eager to learn</p> <p>Never be afraid to ask a question</p> <p>Understand that a difficult conversation may be required to challenge the norm</p> <p>Listen hard and build on other people's ideas</p> <p>Love to be challenged as well as challenge</p>	
 <p><b>STRONG OPINIONS HELD LIGHTLY</b></p> <p>have confidence and conviction around your opinions</p> <p>Be prepared to change your opinion: focus on achieving a positive company outcome, not 'getting your own way'</p> <p>Be humble</p> <p>Balance your instinct with research and data</p> <p>Treat each failure as a learning opportunity</p> <p>Idea meritocracy across all relationships: you always have the right and the platform to question opinions.</p>	
 <p><b>OWN IT</b></p> <p>Do what you said you'd do</p> <p>Take responsibility for your own business within the business: understand how it impacts the wider mission</p> <p>Know when to ask for help</p> <p>Remember: you get out what you put in</p> <p>Act fast but with good judgement</p> <p>Always show a united front for HSPG: disagree privately</p>	
 <p><b>SUPPORT, NURTURE &amp; RESPECT</b></p> <p>Treat everyone as you would expect to be treated</p> <p>Provide your team and peers with the tools and opportunities to grow and develop</p> <p>Recognise and celebrate each other's successes and have each other's backs</p> <p>Do the right thing, even when no-one is looking</p> <p>Take a broader interest in the people around you</p>	

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## THE ROLE - OBSESS & EXCEL LIST

What does the person in this specific role need to Obsess over or Excel at in order to be really successful?

1. Be obsessively protective over our image and brand
2. A world class plate spinner
3. Laser focused attention to detail
4. Loves working in teams to deliver a win for everyone
5. Innovative digital content creation

Rate against each of the above (+ = strong; +/- = unsure; - = unlikely). Please add helpful comments/notes/observations for others to refer to.

1.	2.	3.	4.	5.
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## - SPECIFIC SKILLS / QUALIFICATIONS

- Adobe suite •
- Animation experience a plus •
- Interest in photography/videography •

## ROLE MANIFESTO

What is the expected outcome of their contribution, of the promise they are making to you? How will you know if they achieved the outcome ? : Ratings: + = likely to succeed; +/- = unsure; - = unlikely to succeed

Outcomes	Metrics	Ratings
<b>0-3 months</b>		
<ol style="list-style-type: none"> <li>1. Business knowledge</li> <li>2. Collaborative working</li> </ol>	<ol style="list-style-type: none"> <li>1. Demonstrate a good understanding of each part of the business include HSPG Family</li> <li>2. Embed yourself within the team</li> </ol>	
<b>3-6 months</b>		
<ol style="list-style-type: none"> <li>1. Sales Brochures</li> <li>2. Social artwork</li> <li>3. Quartley update</li> </ol>	<ol style="list-style-type: none"> <li>1. Take ownership of updating sales brochures</li> <li>2. Create social artwork</li> <li>3. Prepare quarterly update presentation</li> </ol>	
<b>12 months +</b>		
<ol style="list-style-type: none"> <li>1. Workload</li> <li>2. Innovative design</li> </ol>	<ol style="list-style-type: none"> <li>1. Have full control over design workload</li> <li>2. Show have implemented new design ideas</li> </ol>	

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Additional comments / notes:

**FINAL CHECK** – do they:

**GET IT** – understand the role and what it entails?

Yes	No	Maybe	Comments

**WANT IT** – based on the right package, are they excited to do this?

Yes	No	Maybe	Comments

**HAVE THE CAPACITY** – in the context of other work and life commitments (or other factors), do you think they are able to fulfil the potential of this role?

Yes	No	Maybe	Comments

Additional comments / notes: