ROLE BRIEF

Development Project Manager

Lead a pioneering affordable housing project – Ferry Street, Urunga

The opportunity

Too many of the people who keep our communities running can no longer afford to live in them. Waterfall Way Community Land Trust is doing something about it.

We are about to build the first homes under a model that has delivered permanently affordable homes overseas for more than 50 years, but is new to Australia. Our demonstration site at Ferry Street, Urunga NSW is the proof of concept, and what we build here is designed to open the way for communities across the country.

We are looking for an experienced construction or development professional to lead it from concept to keys in the door. Council has resolved to transfer the land, the capital is committed, and a dedicated Board and team are ready to go. What we need now is your know-how to turn it into homes.

If you have the skills and want your next project to really count, we would love to hear from you. Whether you have solid experience under your belt, are at the height of your career, or have stepped back from full-time work and want to put a lifetime of experience to good use, this could be the role for you.

PROJECT SITE	OFFICE	TIME	APPLICATIONS CLOSE
Urunga, NSW	**Bellingen, NSW**	**2 days a week to start**	**13 November 2026**

Interested? Let's talk.

If this sounds like you, or you're not sure yet, give Kerry Pearse a call for a confidential chat on **0494 331 821**.

1. About WWCLT and the Ferry Street demonstration site

Who we are

Waterfall Way Community Land Trust Ltd (WWCLT, or the Company) is a not-for-profit company limited by guarantee based in Bellingen Shire, NSW, on Gumbaynggirr Country. Despite its name, it is not a trust: "Community Land Trust" or "CLT" is the name of the housing model it uses. The Company was set up by Housing Matters Action Group (HMAG), with backing from the Siddle Family Foundation (the Foundation), to deliver permanently affordable homes for locals on moderate incomes who have been priced out of the market in their communities across the Bellingen Shire and surrounding area.

WWCLT's first priority is permanently affordable home ownership. Residents become co-owners with the Company: they buy in for the value of the home, while the Company contributes the value of the land. Homes are bought and resold at a capped price, so they stay affordable forever. The long-term aim is 100 permanently affordable homes across the Shire over ten years, and 200 over 20 years. Over time WWCLT will pursue other tenure models, including mixed developments, long-term affordable rental and crisis accommodation.

A proven model, new to Australia

CLTs have a long international track record. The model began in the United States more than 50 years ago and is now well established in the US, the UK and elsewhere. In Australia it is still new.

Whilst responding to local housing needs, WWCLT is a project of national significance. The Company is backed by the Foundation to do the establishment work, so the model can be taken up and developed by communities across the country. The Foundation has also committed the capital for this initial development through a Revolving Development Fund.

Ferry Street, Urunga

WWCLT's first project is a demonstration site at Ferry Street, Urunga (Lot 1 DP1175389, 2,194 m²), on the corner of Ferry and Nambucca Streets. It will provide permanently affordable homes for at least six eligible households, with priority for local workers. The final number of homes will be set through a master planning process the Development Project Manager will lead, for approval by the Board.

Ferry Street is the Company's immediate priority. WWCLT also has a small pipeline of other land options it is exploring, and these will be within the scope of this role.

Where things stand

On 19 August 2026, Bellingen Shire Council resolved to transfer the land, independently valued at $750,000, to WWCLT for $1. The transfer is conditional on safeguards that include development consent, evidence of project finance, and agreed delivery milestones. Settlement is deferred until development consent is granted. Nambucca Valley Council will assess the development application as Bellingen Shire Council is the current land holder. In parallel, WWCLT is working with

Northern Inland Credit Union, a member-owned bank, and professional advisers to develop a co-ownership mortgage product.

As a not-for-profit community-led housing organisation, WWCLT intends Ferry Street to prove the model so it can be repeated across the nation.

2. Purpose of the role

This is a rare chance to shape something from the ground up. The Development Project Manager will lead the Ferry Street demonstration site from concept through to delivery. Working with the CEO, they will develop and maintain the project plan and coordinate the professionals the project needs, including planners, architects, engineers, ecologists, legal advisers and, in time, the builder. They will make sure each stage is properly sequenced, resourced and documented.

They will bring construction-industry experience to our decision-making. That means identifying risks and critical points early, setting out the trade-offs clearly so the Board can make informed decisions, and keeping the project on time and on budget.

Ferry Street is the first project, not the last. The role is intended to grow with our development pipeline as the model is repeated across the region.

3. Key responsibilities

Planning and design

- Work with the CEO and the Ferry St Demonstration Site Committee to develop the project plan for Board approval, and maintain and revise it as circumstances change
- Lead the master planning process, including density, layout, tree retention, landscaping and parking, for the Committee's recommendation and Board approval
- Lead the dwelling design process, including fit-out, working with the architect and other consultants, for Committee approval
- Scope and commission site investigations and surveys, including topographical, environmental and Aboriginal cultural heritage
- Oversee development of the detailed landscaping, site regeneration and cultural heritage plan for Committee approval, consistent with the approved master plan, and work alongside the Collaboration Director with Yurruungga Aboriginal Corporation and other First Nations stakeholders on caring for Country, cultural heritage and storytelling on the site

Team, budget and risk

- Schedule and coordinate the professionals the project needs, so each stage is properly sequenced

- Prepare scopes and recommendations for key contractors and consultants, such as the architect, planner and quantity surveyor, for selection by the Committee, then engage and manage them, along with other contractors and consultants as needed
- Prepare and maintain the project budget and cash flow, including cost estimates, and manage expenditure and drawdowns from the Revolving Development Fund, subject to the required approvals
- Identify risks, critical points and decision points early, and set out the trade-offs clearly for the CEO and the Board

Approvals and the land transfer

- Manage the development application pathway, including pre-lodgement discussions with the consent authority and responses to requests for information, and prepare the application for Committee approval before lodgement
- Support the CEO to track and meet the conditions of the land transfer with Bellingen Shire Council, and advise on the negotiation of delivery milestones and sunset provisions, building on any terms already agreed, with all dealings with Council following Council's Probity Plan

People and partners

- Map the key stakeholders at each stage (Council, future residents, consultants, lenders and the community) and plan how to engage them
- Collaborate with WWCLT's Collaboration Director, who supports the Registration of Interest focus group process closely with the CEO, and consider the group's feedback at the key decision points identified in the project plan, within the approved budget and program
- Advise the CEO on when and how prospective purchasers commit to buying, and how that affects project risk and timing, noting the CEO manages the allocation process
- Work alongside WWCLT's ESG consultant, with Ferry Street as a case study for developing the Company's ESG policy on land stewardship, construction and development, while keeping the project on its timeline

Procurement and delivery

- Test construction methods with the market, including both modern methods of construction (MMC) builders and local traditional builders, to inform the Committee's recommendation to the Board on the construction method and procurement approach, before detailed design and tender documents are prepared
- Prepare the builder tender within the construction method and procurement approach approved by the Board, with the tender documents, evaluation criteria and evaluation panel approved by the Committee, then support the evaluation of responses against cost, quality, timeframe and WWCLT's objectives
- Manage the procurement process in line with WWCLT's Procurement Policy and delegations, support the Committee's recommendation of the preferred builder to the Board, and administer the construction contract through to completion

- Manage practical completion, defects rectification, the occupation certificate and the handover of homes to residents, through to the end of the defects liability period

Governance and the pipeline

- Work within WWCLT's governance framework and delegations, recognising that the Ferry St Demonstration Site Committee and, ultimately, the Board hold key decision-making authority, including approval of all construction contracts, and prepare the advice and papers they need to make those decisions
- Report regularly to the CEO and to the Ferry St Demonstration Site Committee
- Assess the development potential and feasibility of other land options in the pipeline as they arise

4. Experience and capabilities

You don't need to tick every box. If you bring strong construction or development project management experience and share our purpose, we want to hear from you.

What you'll bring

- A background in the construction or residential development industry, with experience taking projects from concept and documentation through to delivery and handover
- Strong project management skills, including scheduling, budgeting and cost control, and scoping, procuring and managing consultants, contractors and builders, including tender preparation and evaluation
- A sound working knowledge of NSW development approval processes, including pre-lodgement and responses to requests for information
- The ability to identify risks early, set out options and trade-offs clearly, and work within governance structures and delegations, including writing clear advice and papers for decision-makers
- Strong communication and stakeholder engagement skills, including with councils, professional advisers, future residents and the community

Also valued

- Experience with modern methods of construction
- Knowledge of the Mid North Coast or regional NSW
- Experience in affordable, community-led or not-for-profit housing development
- An interest in sustainable building, land stewardship and good environmental outcomes

Personal attributes

- Commitment to WWCLT's purpose of permanently affordable homes for locals on moderate incomes
- A pragmatic, hands-on approach suited to a small, growing organisation

- Integrity and good judgement, including in managing probity and conflicts of interest
- Respect for First Nations culture and Country, and a willingness to work with Yurruungga Aboriginal Corporation and specialist advisers on cultural heritage and site regeneration

5. Engagement options

We are flexible about how this role is filled, and welcome interest from:

- **individuals**, engaged as a contractor or consultant, including experienced professionals who have retired or stepped back from full-time work and want to put their skills to good use
- **project management firms**, providing a nominated person to fill the role
- **building and development companies**, providing a part-time secondment of an experienced staff member

The role will start part-time and is expected to grow over time. The initial engagement will be for six months, with a review at three months.

To avoid a conflict of interest, any person or organisation engaged in this role will not be eligible to tender to build the Ferry Street homes.

6. Time commitment, budget and ways of working

The role will start at two days a week, increasing to three days a week as the project moves into its more active stages of design, development approval, tender and construction.

Applicants are asked to propose a daily rate or fee structure in their expression of interest. Firms and companies should also explain how the nominated person's time will be charged, and any additional costs.

How we work

Our office is in Bellingen, NSW. We offer a flexible, family-friendly workplace, including working from home, and we are a small team that values diversity and different perspectives.

7. First priorities

In the first three months, the Development Project Manager will:

- review the existing project material and meet key people, including the CEO, the Ferry St Demonstration Site Committee, Council officers and current advisers
- work with the CEO and the Committee to prepare a first version of the project plan, for Board approval
- identify the key risks and early decisions, including the approach to the road reserve and the timing of purchaser commitments

- scope the first site investigations and surveys, and the key consultants needed for master planning
- start planning how to test construction methods with the market

8. Reporting and governance

The Development Project Manager will report to the CEO and work closely with the Chair of the Ferry St Demonstration Site Committee, which oversees the project on behalf of the Board. The role includes attending Committee meetings as required and preparing the advice and papers the Committee and the Board need.

Who decides what

- **The Board** approves the project plan, project budget, master plan, construction method and procurement approach, builder appointment and all construction contracts.
- **The Committee** selects key consultants, and approves dwelling design, the landscape and cultural heritage plan, the development application for lodgement, and the tender documents.
- **The CEO** engages contractors and manages day-to-day delivery within the CEO Delegations Schedule.

The Development Project Manager will follow WWCLT's Procurement Policy and Conflict of Interest Policy, and the Council's Probity Plan for all dealings with Council about the land.

9. How to express interest

If this sounds like the project you have been waiting for, we would love to hear from you.

What to send

Please send a short expression of interest (no more than three pages) that includes:

- a summary of your relevant experience, with examples of comparable projects
- a CV, or for firms and companies, a capability statement and the CV of the nominated person
- your proposed daily rate or fee structure
- your availability and earliest start date
- any actual or potential conflicts of interest
- two referees

Where and when

Send expressions of interest to Kerry Pearse, CEO, at kerry@wwclt.org.au. Interested but not sure if it's for you? Give Kerry a call for a confidential chat on 0494 331 821.

Check out our website at www.wwclt.org.au for further information about Waterfall Way CLT Ltd.