



RECRUITMENT PACK

Chair and Board Members

May 2018

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The following supplementary information can be downloaded from www.chritianaction.org.uk

[Annual report 2017](#)

[Financial statements 2017](#)

WELCOME

Thank you for your interest in the Board member vacancies at Christian Action Housing. We were originally founded through a church-base and have always welcomed people of all faiths and no faith at our organisation. The principles of inclusion and fairness are especially important to us and resonate strongly throughout the values that govern all our work:

- We welcome all people and work with those who share our ambition to meet local housing and neighbourhood needs;
- We strive to be a modern, listening, customer focused organisation;
- We use our resources to provide the high quality services that our residents and stakeholders are entitled to;
- We maintain our independence and financial strength in order to meet housing and other local needs;
- We offer challenging and rewarding employment for our staff; and
- We work in partnership with the statutory, voluntary and private sectors to achieve efficiency and improve the communities in which our tenants live.

We were founded over 50 years ago. Our legacy has been founded on social concern and a desire to meet housing need, recognising that a safe place to live in a thriving community is at the heart of improving life chances and tackling poverty. Half a century later, while the nature of some of the problems have changed, those issues have never really gone away. In the current environment affordable housing options in London are becoming increasingly difficult to deliver as demand spirals ever upwards. So our work continues to be of vital importance.

We are looking for a new Chair for our Board to take office in September of this year. We are also looking for two new members to join the Board with expertise in at least one of the following areas:

- Strategic finance
- Human Resources
- Supported Housing

You will be joining the Board at a time when we have just secured the future of our vital housing and support services for our young people, and are building our future around priorities that remain true to our charitable purposes. If you share our vision and have the time to contribute to our governance we hope you will apply.

We hope the following information will encourage you to apply and we look forward to receiving your application.

Best regards



Mark Hayes
Chief Executive

ABOUT CHRISTIAN ACTION HOUSING

WHO WE ARE

Motivated by Christian and social concern, we aim to create places where people want to live. We invest in high quality housing, support and services that are affordable and accessible to those in housing need.



We were founded in 1966 as a local, church-based, response to the need for affordable housing for rent. This remains our core activity, and we continue to build new housing and purchase older properties for renovation when the opportunities arise.

WHAT WE DO

Today we own/manage about 1,550 dwellings, providing a range of housing and services in the four North London boroughs of Enfield, Barnet, Haringey and Waltham Forest.

We work in partnership with local authorities, the community and voluntary sectors, private sector organisations, and we seek to provide high quality services that are affordable and accessible to our customers.



We have an ongoing development programme, seeking to meet a range of local needs through the provision of new housing.

OUR HOUSING & SUPPORT

We offer a range of housing and support including:

- Homes for families, couples, single people at affordable rents;
- Keyworker housing, that helps public sector workers access reasonably priced housing;
- Temporary social housing for homeless families and people from council waiting lists;
- Retirement housing that includes sheltered and other accommodation with access to on-site managers to provide older people with support, security and assurance;
- The Enfield Foyer provides 36 short term self-contained studio accommodation together with ICT and social facilities for young people who require support with education, employment and training.
- Deborah Tempest House provides 14 units of shared accommodation with 2 and 3 bed flats for young people aged 16-24 years with a connection to Enfield;



- The Young People First accommodation service supports clients in Haringey and Enfield and has 22 shared bed spaces in flats and houses across the boroughs;
- Specialist support projects for people with learning difficulties; mental health problems; physical disabilities; and people who have had a history of rough sleeping;
- Vincent House provides temporary accommodation for young people with a learning and/or physical disability, as part of their transition into independent accommodation in the community;

THE BOARD

Neil Mawson - Chair

Neil lives in Enfield and has over 30 years' experience working on all aspects of asset management and at regional and then Managing Director level at a large housing association.

Ann Reynard

Ann is a long time Christian Action tenant with personal experience of homelessness, domestic violence and all that this entails. Ann is now a freelance project adviser with experience advising on women's development, business start-up, drug and alcohol misuse and children with Down's syndrome.

Carol Connah

Carol currently works for Barnet Homes (a Social Housing ALMO) and has considerable property procurement expertise.

June Dawes

June has considerable experience both working in the housing sector and serving on housing association boards. She brings a wealth of experience on management performance issues.

Peter George

Peter works for Enfield Council leading major regeneration schemes including the Council's flagship project, Meridian Water. He has over ten years' experience of estate regeneration, procurement and housing strategy.

Brian Pope

Brian grew up in North London and has over 30 years' experience in finance and business strategy consultancy and has served on many Boards.

Perry Singh

Perry provides interim strategic management. He has led on major projects throughout his career. He has extensive experience in finance, housing strategies and operational housing functions.

Patrick Odling-Smee

Patrick has lived and worked in Enfield and Haringey for over 20 years, and has over 25 years' experience in senior leadership roles at local authorities and housing associations.

Adrian Lee

Adrian has previously worked for Enterprise Enfield. He provides SME advisory services giving support and advice on a range of business matters – environmental, sales, marketing, employability and procurement. He has also held a number of non-executive roles in housing related and Not for Profit organisations.

Rowan Carstairs

Rowan is an entrepreneur who has successfully set up and developed businesses in both the education and property sectors. Focusing now on social housing Rowan sits on the boards of several housing associations and also provides consultancy and training services.

Mark Hayes

Mark is the Chief Executive for CAE and responsible for the overall leadership and performance of the organisation. He works with the Board in developing an effective strategy to meet our objectives in accordance with our values.

ROLE PROFILE – CHAIR

Main tasks and responsibilities

- To establish a constructive and complementary working relationship with, and provide support for, the Chief Executive.
- To ensure the efficient conduct of the business of the board and of general meetings, in particular to do all that is possible to ensure that the views of all members are sought before any importance decision is taken.
- To act on behalf of the board and not in isolation.
- When necessary, and in conjunction with other board members, to ensure that the Chief Executive is replaced in a timely and orderly fashion when the post falls vacant for whatever reason.
- To ensure that the business of the Association is carried on effectively between meetings of the board, to exercise the authority delegated by the board and to ensure that the board monitors and ratifies the use of the delegated powers.
- To take decisions delegated in this way to the Chair in accordance with the approved procedures.
- To ensure that the board delegates sufficient authority to its committees, the Chair, the Chief Executive and others to enable the business of the Association to be carried out effectively between meetings of the board. The Chair will also ensure that the board monitors the use of these delegated powers.
- To agree the first draft of board minutes before they are circulated to other board members
- To ensure that the board receives professional advice when it is needed, either from its senior staff or from external sources.
- To review (in conjunction with the Vice Chair) the attendance levels of members at board meetings.
- To appraise once a year the performance of the Chief Executive
- To ensure that the board makes proper arrangements for its own appraisal, including the Chair's own appraisal
- To speak to members whose performance is falling short of the Performance Standards, discussing what training or support may be required.
- To be a member of the Remuneration Committee
- To represent the Association as required.

Other:

- To maintain confidentiality of all sensitive information and data relating to tenants and staff of the Association in accordance with the latest Data Protection Act.
- To operate the Association's Race Equality and Diversity policy in all relevant aspects of the post.
- To be committed to and adhere to the Association's Customer Care Service Standards
- To be committed to and adhere to the Association's Value for Money Strategy.
- To comply with all current and future Health & Safety requirements.

CHAIR

PRINCIPAL TERMS OF OFFICE

1. Position

Chair of the Board of Management

2. Remuneration

From September 2018 the Chair will be remunerated as follows:

Board/committee member: £4,000 per annum

3. Time commitment

We estimate that the likely time commitment is around 20 days per year. The Board meets four times per year and each committee meets four times per year too. Board members are asked to join at least one committee relevant to their skills and interest. There is also a strategy day and AGM each year. The Board Chair will also need to work closely with the Chief Executive.

4. Training and development

CAE is committed to ensuring that its Board members have access to training and development opportunities. There will be individual and collective training, as well as the opportunity to attend conferences.

5. Location

Board meetings are usually held at Benedict House, 61 Island Centre Way, Enfield EN3 6GS.

ROLE PROFILE – BOARD MEMBER

The Board is collectively responsible for ensuring the success of Christian Action Housing and its compliance with all legal and regulatory obligations by setting and monitoring the strategic direction of the organisation.

Board member responsibilities

Leadership and governance:

- Uphold and promote the values and objectives of Christian Action Housing.
- Contribute to and share responsibility for decisions of the Board and/or any Committee of the Board of which you are a member.
- Work with other Board members and staff constructively and collegiately.
- Provide support and challenge to the executive staff.
- Uphold the National Housing Federation Code of Excellence in Governance and Code of Conduct.
- Work to the highest levels of probity, including declaring conflicts of interests.
- Prepare well for Board meetings, proactively seek out information and engage with learning and development opportunities.

Business and performance:

- Contribute to establishing strategic plans to achieve organisational goals.
- Approve the annual business plan, budget and accounts, and key policies.
- Establish and oversee robust frameworks and systems for delegation, risk management and mitigation, business assurance and control.
- Make decisions on matters that might create significant financial or other risk to the company or which raise material issues of principle.
- Robustly monitor organisational performance, using benchmarking and other data.
- Be satisfied that the company's affairs are conducted lawfully and in accordance with regulatory requirements.

Representation and promotion:

- Represent Christian Action Housing as required, positively promoting its work and values.
- Act as an ambassador for the Christian Action Housing with external stakeholders.
- Engage with residents and attend resident events to ensure a connection to frontline services.
- Ensure that the Board takes professional advice when it needs to.
- Maintain company confidentiality.

PERSON SPECIFICATION – BOARD MEMBER

Core competencies:
<ul style="list-style-type: none"> - Leadership - has a successful track record of leadership having operated and contributed effectively at a senior level in either the private/public, voluntary or community sectors. - Communication - able to listen and make reasoned contributions to debate. - Strategic thinking - understands the organisation's overall strategy able to assess implications before making decisions. - Judgement - proven track record of providing clear, balanced advice and guidance with the ability to challenge constructively. - Influence - demonstrates effective skills in persuasion and negotiation to influence others. - Team working - experience of working in collaboration with others, working towards common goals and shared objectives.
Abilities, skills and knowledge:
<ul style="list-style-type: none"> - Prior experience of Board or committee membership would be an advantage. - Knowledge of good governance. - Track record of managing performance. - Able to assess risk and promote risk awareness without being risk averse. - Able to apply creative and imaginative solutions, exercising good judgement. - Able to participate fully and effectively as a member of the Board. - Demonstrate a strong and clear commitment to equality and diversity. - Able to inspire others, builds trust and respect from staff and Board colleagues - Comfortable with handling, analysing and prioritising data and information.
Personal attributes:
<ul style="list-style-type: none"> - Shares the vision, values and commitments of Christian Action Housing. - Has credibility and enthusiasm; an effective decision maker. - Able to work as a member of a team, likes working with people, thinks corporately with a collaborative style and accepts collective responsibility for decisions. - Keeps up to date and informed with relevant issues and is open to training and personal development. - Has the time and energy needed to discharge the responsibilities of the post.
Additional competencies:
<p>Christian Action Housing is seeking Board members with skills in at least one of these specific areas:</p> <ul style="list-style-type: none"> - Strategic finance, gained in the housing sector; - Human Resources, non-executive experience gained in the housing or voluntary sector; - Supported Housing, non-executive experience gained in the housing sector.

BOARD MEMBER PRINCIPAL TERMS OF OFFICE

1. Position

Two Board member vacancies

2. Remuneration

From September 2018 Board members will be remunerated as follows:

- Board/committee member: £2.000 per annum

3. Time commitment

We estimate that the likely time commitment is around 10 days per year. The Board meets four times per year and each committee meets four times per year too. Board members are asked to join at least one committee relevant to their skills and interest. There is also a strategy day and AGM each year.

4. Training and development

CAE is committed to ensuring that its Board members have access to training and development opportunities. There will be individual and collective training, as well as the opportunity to attend conferences.

5. Location

Board meetings are usually held at Benedict House, 61 Island Centre Way, Enfield EN3 6GS.

KEY DATES AND THE SELECTION PROCESS

Closing date:
Monday 11 th June 2018
Shortlisting:
Christian Action may contact candidates by telephone if it is felt that further information is needed on your application
Interviews:
Shortlisted candidates will be interviewed by a Christian Action panel on dates to be confirmed in June.

MEDIA ADVERTISEMENT

Chair & 2 Board Members

Enfield, North London

local needs | local solutions | local services



We are an inclusive organisation welcoming people of no and all faiths. We also have an extraordinary legacy going back over 50 years of creating and investing in affordable housing. What we do now has never mattered more – a safe and secure place to call home is crucial to people and communities being able to thrive and contribute, but this is against a backdrop where housing costs in the capital continue to spiral upwards.

We are looking for a Chair and two new members to join our Board team. They are a lively and engaged group of people, united by a common cause to make a genuine difference. We are especially interested in strategic finance skills; human resources and supported housing background.

If you join our Board you would be making a valuable contribution to addressing these issues. The current strategic environment is especially interesting and challenging. Our size and local focus means that you will not only be shaping strategy, you will also be able to see the impact of your input.

We are keen to improve diversity on the Board and so particularly welcome applications from BAME candidates.

Contact us to find out more:

Mark Hayes or Metz Acres at

Christian Action on

01992 765 900 or

info@christianaction.org.uk.

You can find out more about

us at

www.christianaction.org.uk

Closing date: 11th June 2018