



## **Board Member Recruitment**

Candidate Recruitment Pack

Dear Applicant,

Radcliffe Housing Society – Board Member

Thank you for your interest in this position. Enclosed is the information you will require to assist you in completing your application.

To apply please can you:

- Provide an up-to-date CV which shows your full career history with any breaks explained. Please include details of all executive and non-executive roles that are currently held.
- Write a supporting statement detailing how you are a good candidate for this post and how you fulfil the person specification and highlight any potential conflicts of interest.
- Complete the Equal Opportunities Monitoring form. It is not mandatory to complete this form. The information requested is purely for monitoring purposes in line with our commitment to equality and diversity and will not affect the outcome of your application.
- The names and contact details of two referees.

You can either post your application to Radcliffe Housing Society, Radcliffe House, Riverhead, Sevenoaks, Kent, TN13 2DU or send by email to - [jobs@radcliffehs.org](mailto:jobs@radcliffehs.org)

We look forward to hearing from you.

Yours sincerely



Daren Metcalf

Chief Executive

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## Welcome Letter

Thank you for expressing an interest in being on the board at Radcliffe Housing Society.

I am proud to be the current Chair of RHS and, together with fellow Board members and the Chief Executive, we are taking the Society forward to the next stage in its development. Our performance standards keep us firmly upper quartile by almost any measure while it seems we are close to initiating organic growth and making optimum use of our fixed and liquid assets as our risk appetite in respect of our financial position goes up – in parallel with statutory compliance risk appetite coming down.

RHS recognises that a high calibre Board is vital to good governance and important decisions will need to be made to ensure RHS remains a viable and sustainable organisation, that will continue to meet the customer needs of the future.

We are looking for professional people with an impressive track record of achievement in their field either in an executive or non-executive director role. We want to hear from people who will contribute to our overall strategic direction with the ability to govern a high performing organisation.

Your ability to think strategically and understand complex financial issues is essential. What is also crucial is your ability to work collaboratively and decisively with your fellow Board members as you play your part in the leadership of this great organisation.

The ideal candidate will bring to the Board strong skills and experience in either business development, treasury management, customer services and social housing.

I look forward to receiving your application.

Yours sincerely



Adam Chalmers  
Chairman

## **Role Profile and Person Specification**

### **Main Purpose**

To contribute to the Board in its responsibilities for setting the strategic vision and direction of the organisation, in line with regulatory requirements and the Society's objectives through excellence in governance and effective strategic planning.

### **Role of the Board**

Members of the Board are volunteers and are not paid for their services. The role of the Board is to provide effective leadership of RHS within a framework of prudent and effective controls which enable risks to be assessed and managed well. It develops and promotes its collective vision of the Society's purpose, its culture, its values, and the behaviours it wishes to promote in conducting its business. This will include:

### **Responsibilities of Board Members**

- Ensure compliance with the values, vision, mission, and strategic objectives of the organisation, to ensure its long-term success.
- You will maintain a positive culture and be focused on the needs of current and future residents, other customers, and key stakeholders.
- Embed Diversity and Inclusion across the society.
- Ensure that RHS affairs are conducted lawfully and in accordance with generally accepted standards of performance, probity, good practice, and regulatory requirements.
- Decide overall policies, strategies and plans to ensure that the objectives are met.
- Ensure that the society operates within its powers according to its registered rules.
- Provide oversight, support, direction and constructive challenge to the groups, CEO, and other Directors.
- Be satisfied that the integrity of the financial information and setting and approving each year's budget, business plan and annual accounts prior to publication.
- Establish and oversee the control of risk management frameworks in order to safeguard the assets, compliance, and reputation of the organisation.
- Hold to account the society's subsidiary board, committees, and senior staff for the exercise of any powers delegated to them.
- Approve the receipt of grant aid and any other funds for the organisation and ensure that all monies are properly accounted for.
- Ensure the Board operates effectively, efficiently, and economically.
- Ensure that the organisation's activities are within its objects and powers.
- You will be responsible as part of the Board in appointing and if necessary, dismissing the Chief Executive.
- Comply with the code of conduct for Board members.

## **Responsibilities of a Board Member**

The role of a non-executive Board member is both demanding and rewarding. Board members must, therefore, be able to allocate sufficient time to meet the requirements of the role. Board members must work with and through the Board and are not required to undertake executive duties or to assume executive responsibilities. Board members are encouraged and welcome to sit on Committees of the Board and working parties subject to having the requisite skills and knowledge required.

### **Meetings:**

- To attend Board Meetings and General Meetings or send apologies in advance if unable to attend.
- To serve on and attend Committees of the Board when requested.
- To read thoroughly, in advance of meetings, all papers sent out for discussion and to prepare ideas and contributions accordingly.
- To take a share of the Board's duties and report back to it as appropriate.
- To be prepared to attend occasional training or review days.
- To attend the Annual General Meeting each year.
- To observe and respect the confidentiality policy.
- Ensure compliance with the National Housing Federation's Code of Governance

### **Staff:**

- To participate in the recruitment of staff and Board members, including serving on interview panels if required.
- To be involved in disciplinary and grievance matters if required.

### **Service:**

- To understand and be committed to the aims and principles of the Society.
- To provide opinions and meet reasonable requests for advice to the Board and staff in areas of personal expertise.
- To comply with the Society's equality and diversity policy.
- To declare any personal interests as required under the Society's code of conduct.
- To follow the NHF Code of Governance and to discuss potential conflicts with the Chair or Company Secretary.

## **Membership**

Radcliffe Housing Society's board will have at least 5 members and no more than twelve.

Board members are appointed on a 3-year term with a maximum tenure of 6 years (9 years in exceptional circumstances)

## **Core competences**

The Board aims to have Board members who collectively have the following core essential skills and experience with at least one member having a strong background in each:

- Senior level experience of housing property maintenance and asset management
- Experience in new business and development
- Senior level general business / commercial management skills
- An understanding of the customer's perspective
- Good political awareness and acumen
- Senior level management of housing services experience

### **Personal qualities, a Board member is committed to and upholds:**

- RHS aims and values.
- The highest standards of integrity and probity.
- RHS equality, diversity, and inclusion objectives.

### **Applying specialist knowledge, a Board member:**

- Can apply specialist knowledge and experience.
- Can explain concepts and issues relating to specialist knowledge and experience.

### **Self-management and development, a Board member:**

- Prepares for and attends meetings.
- Governs – does not manage (avoids acting operationally).
- Shows enthusiasm and commitment for RHS work.
- Respects confidences.
- Is open to learning and keen to use new learning.
- Is in touch and up to date with relevant issues.

### **Leading and directing, a Board member:**

- Promotes the highest standards of governance and seeks assurance on RHS compliance with its governance, regulation, and the law.
- Develops good relations with the Chief Executive, supporting them in their leadership of RHS and challenging them when necessary.
- Takes a broad overview and sees the long-term implications.
- Offers creative ideas or perspectives.
- Spots opportunities or possibilities.
- Contributes to planning, controlling, and monitoring.
- Contributes to setting and prioritising objectives.

### **Team working and group decision making, a Board member:**

- Respects the role of others and gains their trust and respect – inside and outside the Board.
- Challenges freely and debates constructively.
- Compromises when appropriate and sticks to the Board's decision.
- Does not let personal relationships interfere with fulfilling the Board's purpose.
- Respects the feelings of others.
- Influences others through persuasive discussion.
- Listens – allows others to contribute and sees other views.

- Gives a reasoned thought through contribution and reaches conclusions based on a rational interpretation of the information available.

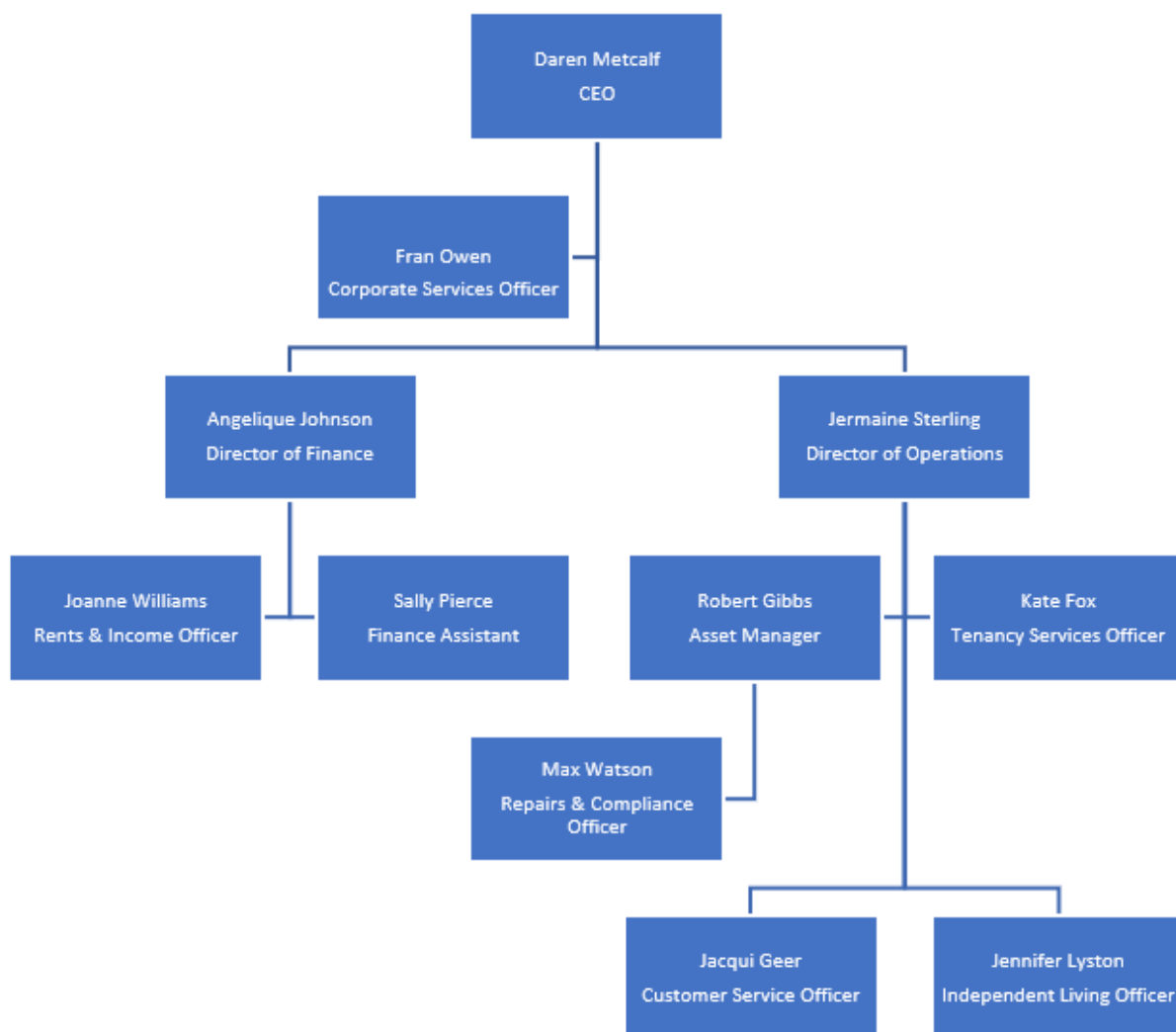
### **Analysing and scrutinising, a Board member:**

- Analysis's data to determine key issues.
- Examines various facets of an issue and explores the implications of a proposal.
- Spots any omissions from the presented information.
- Offers appropriate comparisons and parallels.
- Weighs up the pros and cons.

### **Networking, a Board member:**

- Attends events in addition to Board meetings.
- Demonstrates loyalty to RHS.
- Acts as an ambassador of RHS to create and maintain a good image of it.
- Makes contact with people through appropriate channels.

## **Radcliffe Housing Society Organisational Chart**





## Equality & Diversity Form

**Gender: Please tick one of the following**

Male		Female	
Prefer not to say			

**Gender Identity (if appropriate): Please tick one of the following.**

Transsexual		Transgender	
Intersex			

**Sexual Orientation: Please tick one of the following.**

Bisexual		Gay Man/Homosexual	
Gay Woman/Lesbian		Heterosexual/Straight	
Prefer not to say			

**Religion or belief: Please tick one of the following.**

No religion		Jewish	
Baha'i		Muslim	
Buddhist		Sikh	
Christian		Other	
Church of England		Christian Other	
Hindu		Please state if you wish....	
Jain			
Catholic			
Islam			
Judaism		Prefer not to say	

**Disabilities: Please tell us if you or anyone in your household may have a disability. By 'disability' we mean any mental or physical impairments which have a substantial or long-term effect on your/their ability to carry out day-to-day activity**

	Yes	No
Do you or anyone in your household to be housed with you, consider themselves to be disabled		

**If you have answered Yes, is your disability one of the following. Please tick relevant boxes.**

Physical disability/mobility impairment: difficulty using your arms/hands or mobility issues that mean you may need to use a wheelchair/crutches/other walking aid		Learning Disability: such as Down's Syndrome, dyslexia, or cognitive impairment such as an autistic spectrum condition	
Mental health condition for example schizophrenia or depression		Long term illness or health condition, for example cancer, diabetes, chronic heart disease, epilepsy, or HIV	
Hearing Impairment, such as being deaf or having serious problems with your hearing		Other (please specify)	
Visual Impairment- such as being blind or having serious problems with your sight			

*Notes: Equality monitoring is the process of gathering equality and diversity information. Equality Monitoring importantly helps to ensure that our customer base is representative of the wider population.*

*Privacy: The information that you give will be treated as confidential. We have a legal duty to keep your information confidential, protect your details and deal with information responsibly. You have the option to opt out of the whole equality monitoring section and individual equality questions if you wish, just tell the person who gave you the form.*