

Board Members

Recruitment Pack

June 2024

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# Dear Applicant,

# Glebe Housing Association – Board Members

# Thank you for your interest in becoming a member of the Glebe Housing Association Board.

# Glebe was founded by a group of people with a shared desire to address the need for affordable rented accommodation for retired people. It has been in existence for over 50 years, providing a unique model of retirement living, putting residents at the heart of what we do.

We are looking for individuals who share our passion to support and sustain a thriving community, helping people to live independently in their later years. We welcome applications from those with experienceof at least one of these skills: social housing, older people services, property development, human resources or legal. If that’s you, we would love to hear from you.

As a board member you will be responsible for setting and monitoring our strategic direction, providing effective challenge and support to the management team to ensure the Association is properly governed, remains financially viable and continues to provide quality homes and services to our residents for years to come.

We welcome diversity of thought and different perspectives and value consensus-based decision making.

Thank you, and best of luck with your application!

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**Michael Rourke**

Chair

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# About Glebe Housing Association Limited

We are a not-for-profit, community-based housing association providing good quality, affordable rented and leasehold accommodation for older people in West Wickham and Bromley. Our services are delivered through 209 sheltered housing units located on a single freehold site in West Wickham, Kent comprising of apartments available on a social rent model and bungalows available through a sale and lease model all with 24-hour warden support.

**Our Vision and Values**

Our vision is to create a safe and supportive community, providing quality homes for over 65’s to lead independent lives.

The way we do things is determined by our values:

**Caring**  Supporting our residents and staff.

**Inclusive** Valuing the ideas and views of everyone we support and work with.

**Accountable** Doing what we say we will and learning from mistakes.

**Collaborative** Working in partnership with others in the community.

**Respectful** Treating everyone with care, dignity, kindness and respect.

**Aspiration**

We have an excellent reputation as a sheltered housing provider of choice in the Bromley area. Our service model is quite unique, and our site has the sense and feel of a retirement village and well-established community. A key to our success is the autonomy of our residents who drive the direction of our services. We are keen to continue with our unique model and to carry on delivering quality services to residents in later life. We want Glebe to be the best place to live in later life in the Bromley area and we wish to extend our services to the wider community of West Wickham so that others might benefit from what we do.

# The Role

The Board provides leadership and direction and sets the vision, strategic objectives and priorities for Glebe and ensures that all the appropriate mechanisms are in place to deliver. It identifies the risks and challenges that Glebe faces and takes action to minimise risk and meet the challenges. Glebe aspires to have a fit for purpose organisational structure and governance arrangements aligned to the needs of its customers, enabling delivery of consistently good services and value for money.

**Job Description**

# Main Roles

# To further the aims of Glebe Housing Association Limited (‘the Association’), making sure it keeps within its objectives.

# Working with other Board members, to direct and control the affairs of the Association and to support staff.

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# Main Responsibilities

# To take part in formulating and regularly reviewing the mission, strategic aims and values of the Association, making sure they remain valid and relevant.

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# Working with other Board members to ensure that the policies and practices of the Association are in keeping with its aims.

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# To monitor the performance of the Association, ensuring it is solvent and effectively run and holding the executive to account.

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# To ensure the views, needs, safety and aspirations of the Association’s residents and other stakeholders are placed at the heart of the board’s decision-making.

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# Working with other Board members to ensure that the Association functions within the legal and financial requirements of a Housing Association, complies with the Association’s Rules, the National Housing Federation Code of Governance, the regulator’s standards and strives to achieve best practice.

# Board members are expected to:

# Uphold the values, aims and reputation of the Association.

# Uphold the Association’s core policies including those for equality, diversity and inclusion.

# Contribute to and share collective responsibility for Board decisions acting always in the best interests of Glebe Housing Association Limited.

# Reading papers for and attending meetings (or sending apologies when unable to do so). Board members are expected to attend at least 80% of meetings each year.

# Attend and participate in an Induction Process when joining the Board.

# Attend and participate in individual and whole-Board learning and development sessions and other events.

# Attend and participate in reviews of their own and the Board’s performance.

# Represent the Association when required to stakeholders and partners.

# Declare any relevant interests, taking all necessary steps to avoid any conflicts arising.

# Respect the confidentiality of information received.

# Uphold the Association’s Code of Conduct and the National Housing Federation’s Code of Governance.

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# Person Specification

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# Board Members will have an enthusiasm for the mission and values of Glebe, working with the Chair, the Chief Executive and other board members to promote these both internally and externally within the sector.

# They will understand the needs of Glebe’s residents and the community in which we work – this may be from their own experience – and a commitment to supporting the association to make a positive impact on our residents’ lives.

# Board Members will support an effective working relationship between the executive and the Board, recognising the boundaries and being adept at giving direction and receiving guidance.

# As a Board Member they will use excellent listening, communication, negotiating and influencing skills to promote effective debate and decision making by the Board.

# They will respect the diverse views of board members and the executive and support their consideration within the Board’s decision-making process.

**What you will bring to the role**

# Key qualities

# A commitment to Glebe’s vision, mission and values.

# An inclusive approach and awareness of equality and diversity issues, with a strong commitment to equality.

# A commitment to a strong teamwork ethos.

# An understanding of the realities of working in a regulated sector. Training will be provided for those who need it.

# Ability to perform an ambassadorial role raising the organisation’s profile externally.

# Ability to think strategically, focusing on the bigger picture. Strategic experience is welcome, but not essential.

# Ability to analyse complex information, demonstrate clear thinking and decision making.

# An ability and a willingness to – where appropriate – constructively and supportively challenge assumptions, conclusions and recommendations.

# Excellent communication skills, including the ability to work with online board papers, etc.

# Board members are expected to observe the ethical standards set out in the ‘Seven Principles of Public Life’

[**https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2**](https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2)

**Pay and Support**

This is an unpaid role. All reasonable expenses incurred while engaged in Board or Committee duties will be met. Learning opportunities will be provided.

Support can be provided based on individual needs, which will be discussed during recruitment and induction. This might include adjustments to enable a person with a disability to play an active role, or support with childcare costs where this would otherwise be a barrier to attendance.

**Time Commitment**

The Board meets formally up to 6 times per year in January, March, May, July, September and November. The November meeting is held for a strategy discussion to take place on site, giving the opportunity to meet residents and staff.

Meetings take place in the evening, starting around 6.00pm, and last for up to 2 hours. Members are required to prepare for meetings by reading papers, which are issued 7 days before meetings. Meetings are hybrid allowing Members to attend on site or via video conferencing. Members are encouraged to attend some meetings in person to build relationships with fellow members particular during their first term.

As part of taking on the role, all new members take part in an induction programme, meeting the Chair and members of the Executive to discuss the priorities and challenges of the Association and to learn about the role and its requirements.

Biannually members will have a one-to-one review meeting with the Chair to review their effectiveness and that of the Board, and to identify any training and development needs.

# Glebe Housing Association Limited Governance Structure

All our Board and Committee Members are volunteers appointed to bring specific expertise to the Association.

Appointments to the governance structure are based on the knowledge and skills that individuals can bring to the overall mix.

GLEBE HOUSING ASSOCIATION LIMITED BOARD

GOVERNANCE AND PEOPLE COMMITTEE

AUDIT AND RISK COMMITTEE

**Glebe Housing Association Limited Board:** The Association is run by a voluntary Board, consisting of a minimum of five and not more than twelve members (including co˗optees) as per its Rules.

**Board Members Term of Office**

Until appointed at an Annual General Meeting (AGM) you will sit on the Board as a co˗optee. Once appointed Board members are appointed for a 3-year term which can be extended to a maximum of 6 years.

# How to Apply

# To apply, we will need the following from you:

# A CV. Make sure this confirms your current/most recent roles (you can sum up earlier roles, say before the last 15 years), tell us about your achievements so we get a picture of your skills and experience.

# A personal statement. We want to hear about your motivation, why this role appeals to you.

# Complete the diversity monitoring form so we can ensure our Board member opportunity reaches a wide and diverse audience.

# Please submit your CV and personal statement to [s.whysall@glebeha.org.uk](mailto:s.whysall@glebeha.org.uk)

**Recruitment Timetable**

**Closing date for applications:** **Wednesday 31 July 2024.**

**Shortlisiting:** Candidates will be shortlisted by 14 August 2024.

The Interview Panel, consisting of Michael Rourke (Chair) and James Smith (Vice Chair) will interview candidates in person at our Head Office on Wednesday 28 August 2024.

If you need reasonable adjustments for any part of the recruitment process, just let us know.

**Further Information**

If you would like to learn more about the role before applying, please contact Patricia Goan, Chief Executive at [p.goan@glebeha.org.uk](mailto:p.goan@glebeha.org.uk) or give her a call on 07966 697422.