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(Word version available to download)

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June 2021

Dear Applicant

Thank you for your interest in becoming a **Board Member** at Rosebery Housing Association. It's an incredibly important and rewarding role, where you can really make a difference to people's lives.

We are looking to appoint an individual with experience of customer service delivery and engagement, including digital. Rosebery actively encourages applicants from all backgrounds, and you will not need Board experience as we can provide in house support to develop your skills. However, you must be passionate about housing and share our values.

Rosebery Housing Association Limited is a subsidiary of Catalyst Housing Limited, and we've been providing good quality, affordable homes across Surrey and West Sussex for the last 27 years. Today, we manage more than 2,700 homes and play a vital part in supporting our local communities to thrive.

You can find out more about our organisation and our work via our website: www.rosebery.org.uk. I encourage you to read our latest Annual Report which can be found under the 'Get Involved / Publications' section of the website. It will give you a good sense of our vision and our priorities, and the values and principles that will help us to achieve them.

This pack contains more detailed information about the role and its responsibilities and requirements, as well as giving you all you need to put yourself forward for consideration.

It contains:

- Information about Rosebery Housing Association
- A Board Member role profile and person specification
- An outline of the time commitment required from a Board Member
- How to apply and our monitoring & equal opportunities form

We have engaged ema to support us in making this important appointment and I encourage you to contact Anne Elliott on 07875 762029 to find out more about the role and whether your skills would be a good match.

If you do decide to put yourself forward for the opportunity, you should send a CV supported by a covering letter outlining how you believe your skills and experience could add value to our work. This should be submitted to ema in advance of the closing date of 28 June 2021.

I look forward to receiving your application.

Christine Turner
Chair

Making a positive difference

Rosebery Housing Association Limited is a charitable registered society under the Co-operative and Community Benefit Societies Act 2014 Registered No. 27671R. Registered Provider LH4026. Address for correspondence: Newplan House, 41 East Street, Epsom, Surrey KT17 1BL. Registered office address: Ealing Gateway, 26-30 Uxbridge Road, London W5 2AU. Rosebery Housing Association is a subsidiary of Catalyst Housing Limited.



PLAY YOUR PART IN SHAPING GREAT COMMUNITIES



Board Members £3,500

It's universally acknowledged that good quality, affordable housing is a key factor in enabling communities to thrive, and in creating a safe and positive environment where people can realise their full potential. If these outcomes matter to you, you can play your part in making it happen.

Rosebery Housing Association manages more than 2,700 homes across Surrey and West Sussex, and we've been making a positive difference to people's lives for 27 years. As one of our Board Members you can invest your skills and experience in shaping the strategic direction of our organisation. We operate in a complex and fast-changing economic, social and regulatory environment, and the public health crisis of recent times has increased the need for what we do.

We don't have a prescriptive view of your professional or personal background. We know that a diversity of perspective and experience will help us to see issues in the round, and to arrive at solutions that are best suited to the communities that we work with. We're working hard to put the voice of our tenants at the centre of what we do; so we are keen to hear from people who are passionate about great customer service and who can come up with new and effective ways to engage our customers, whether that's in person or digitally.

You'll work with other Board Members to ensure that our organisation is well-governed, and that the decisions we make comply with our statutory and regulatory obligations. You'll play an involved role in shaping what we do and how we do it, and help us make a lasting difference to people's lives. It's a fantastic opportunity to develop your skills and experience, and to extend your professional network.

Currently Board meetings are taking place remotely, but we'll be meeting face to face again in Epsom when we can. And you don't have to have previous Board experience – you can be assured you'll get all the training you need. But if you have held a Board role before that experience will of course be welcomed.

For an informal conversation about this role you can call Anne Elliott of ema consultancy on **07875 762029**.

Please visit www.emaconsultancy.org.uk to download the briefing papers for the role.

- Closing date: 28 June 2021.
- Initial Interview date: 12 July 2021.
- Panel Interview date: 19 July 2021.



WHO WE ARE

Rosebery Housing Association was formed in 1994 and today owns more than 2,770 affordable homes across Surrey and West Sussex, ranging from one-bedroom flats to four-bedroom family homes. We are a charitable registered society committed to providing good quality homes and services.

The focus of our property portfolio is in Epsom and Ewell, where we own most of the affordable housing. We are proud to be a local business that creates sustainable communities by forging strong local partnerships, working closely with residents and communities and creating local jobs.

Our Vision and Mission

We are committed to making a positive difference to people's lives by providing good quality, affordable homes.

We care about our customers, defined as anyone who touches our business in any way and at any time. Our values include a performance culture focusing on:

- **Excellence in Customer Care**
- **Communication**
- **Achievement**
- **Respect and Diversity**

Our Objectives

Choice – to provide a range of affordable, quality homes.

Cost – to provide excellent service at a suitable price, recognising Value for Money principles.

Creativity – to bring added value to the communities where we work.

People – to develop our people to achieve our and their potential.

Communications – to develop clear and concise communications.

Value for Money

Value for Money (VfM) means managing our resources economically, efficiently and effectively to provide quality services and homes – put simply it is business efficiency. We measure VfM in the context of meeting our objectives.

We aim to fulfil our objectives by implementing the strategic direction outlined in our Corporate Plan with each reflecting our vision 'To make a positive difference'.

VfM is embedded in all that we do. We evidence savings and staff are encouraged to challenge established ways of working to inspire savings.

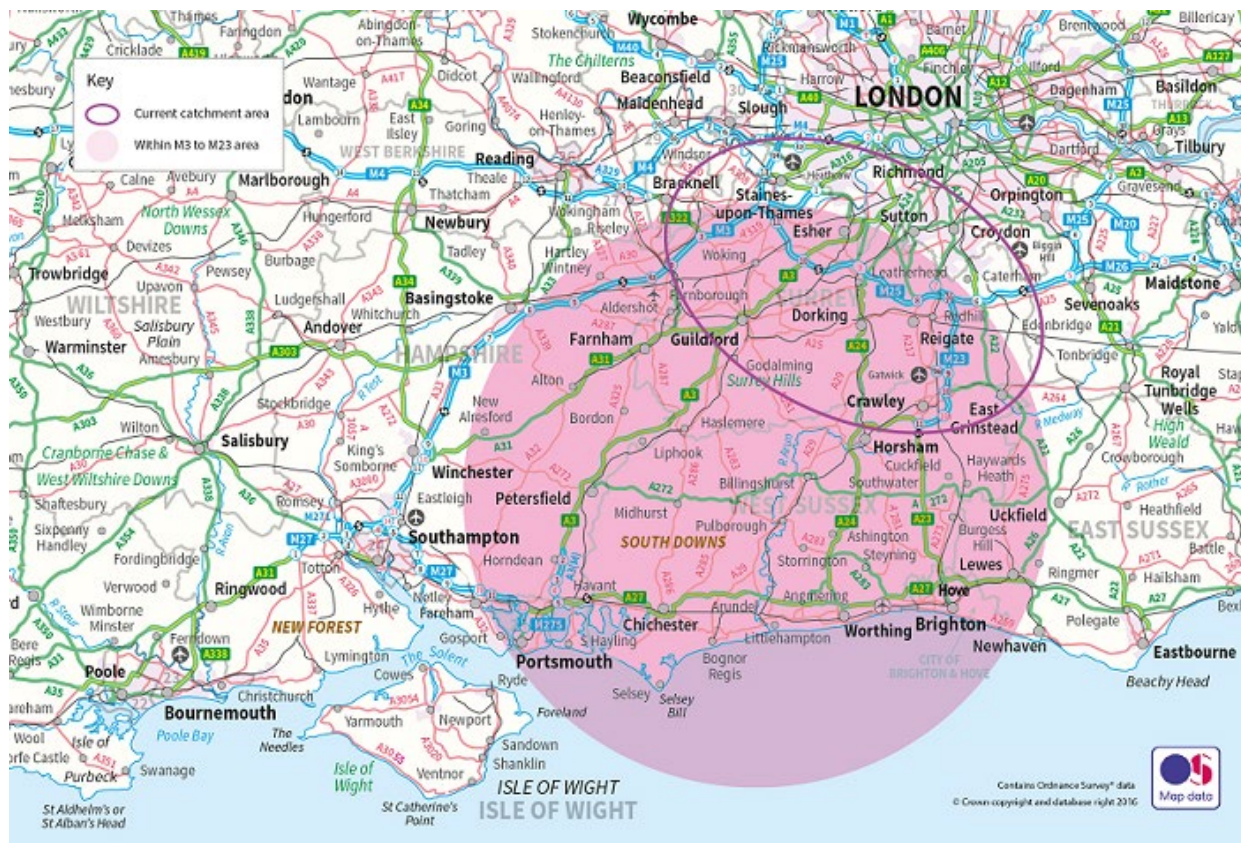


WHAT WE DO

Our mission is to make a positive difference to people's lives by providing and maintaining good quality affordable homes and services and participating in wider initiatives which contribute to sustainable communities.

We are a charitable registered society committed to providing good quality homes and services. We are proud to be a local business that creates sustainable communities by forging strong local partnerships, working closely with residents and communities and creating local jobs. Rosebery Housing Association is a subsidiary of Catalyst Housing Limited.

The map below outlines the catchment area of where our homes are. The pink circle marked on the map highlights the area radius where we wish to develop homes in the future.



Our Board



Rosebery became a subsidiary of Catalyst Housing Limited on 1 April 2021.





Our Board is currently made up of eight Board Members, including Rosebery's Chief Executive. Rosebery operates under a single status governance structure whereby Non-Executive Board Members are recruited for their skills, knowledge and experience. Board Members normally serve a fixed term of three years and can be re-elected, previously subject to a maximum tenure of three terms (i.e., nine years) being permitted to be served on the Board.

Under the National Housing Federation Code of Governance 2020 which was adopted on 1 April 2021, new Board Members are now subject to a maximum tenure of two terms (i.e., six years).

The Board has responsibility for our strategic leadership, governance and performance. Our Board is committed to making sure that we meet the highest standards of governance and has adopted the National Housing Federation's Code of Governance 2020 and NHF Code of Conduct 2012.

Board meetings take place usually every eight weeks. Regular Board Away Days are held, and we provide inductions, as well as on-going training to all our Board Members.

	<p>Christine Turner – Chair</p> <p>Christine joined the Board as Chair in April 2018 and is a Catalyst Board Member. With over 35 years' experience in social housing as a senior executive, Board Member and regulator, Christine's expertise encompasses governance, development, low-cost home ownership, regeneration and customer involvement. She is particularly interested in the provision of housing to meet a wide range of needs, and which support social regeneration. She has championed customer involvement and standards of service delivery.</p>
	<p>Florence Barras – Vice Chair</p> <p>Florence joined the Board in February 2012 and previously Chaired Rosebery's Audit and Risk Committee. She has over 25 years of successfully developing Public Private Partnerships on behalf of the private sector and local authorities in health and social care, education and regeneration, including housing, for the benefit of local communities. She is a partner of Anagennao Investments, an investment company specialising in social infrastructure. Florence is also a founding Director of Flex Management Consulting, a business consultancy company with private and public sector clients.</p>

	<p>Lindsay Todd</p> <p>Lindsay joined the Board in April 2018, is a member of Catalyst's Investment Committee and previously chaired Rosebery's Investment Committee. He has over 37 years' experience working in the affordable housing sector. He has held senior and executive positions in development and housing operations for medium and large housing associations, as well as having served over 17 years as a chief executive, including from 2006 to 2017 as chief executive of Radian Group. He is a member of the Royal Institution of Chartered Surveyors.</p>
	<p>Mak Akinyemi</p> <p>Mak joined the Board in September 2014 and comes with over 24 years' experience in property services and asset management. Mak is a member of Catalyst's Audit and Risk Committee. Mak started his career in private practice with a Chartered Building Surveying firm in 1994 before working in Registered Social Landlord and Charity sectors. Mak is a Fellow of the Chartered Institute of Building. Mak sits on the Board of Directors of Central Housing Investment Consortium.</p>
	<p>Sukhraj Dhadwar</p> <p>Sukhraj joined the Board in September 2014, is a member of Catalyst's Remuneration and Succession Planning Committee and previously chaired Rosebery's Remuneration and Nomination Committee. He has been active in housing and not-for-profit sectors for more than five years and previously sat on the Radian Group Audit Committee and Finance Committee and served as non-executive Vice Chair on the board of Radian Support Limited. Sukhraj is an accountant by profession and has over 20 years' financial management experience in plc and high growth SMEs in the commercial sector including care homes, healthcare, retail, leisure and media. He is currently Chief Financial Officer at Coin Street Community Builders.</p>
	<p>Nigel Perryman</p> <p>Nigel joined the Board in September 2019 and is a member of Catalyst's Finance and Treasury Committee. A qualified accountant by background, Nigel has worked in the social housing sector for over 20 years, within three housing associations and with The Housing Finance Corporation (the not-for-profit lender to the sector). Nigel has been responsible for lending around £2bn to the sector primarily through the Capital Markets and the European Investment Bank. His diverse experience has given him exposure to Traditional, Care, LSVT and ALMO associations. Prior to the social housing sector, he worked in two commercial property development companies, primarily raising bank finance and managing joint ventures.</p>



Mike Jones

Mike joined the Rosebery Board on 1 April 2021 and is a Catalyst Board Member, chair's Catalyst's Finance and Treasury Committee and is a member of Catalyst's Investment Committee. He is a retired treasury advisor, having worked in the social housing sector for over 30 years where he advised on all aspects of treasury management and funding. His early career was in local government where he also concentrated on social housing issues. Mike is a qualified accountant with both the Chartered Institute of Public Finance and Accountancy (CIPFA) and the Association of Chartered Certified Accountants (ACCA).



Deborah Pike - Executive Board Member

Deborah joined Rosebery as Chief Executive in December 2009. Deborah became an Executive Board Member of Rosebery in September 2014. She is MSc qualified in Public Policy and Business Administration and a professional member of the Institute of Welfare and has a breadth of experience in the housing sector, gathered over 25 years with small, medium and large group organisations. Deborah is also Co-Chair of the National Housing Federation's London and South East Housing Management Forum.

ROLE PROFILE

ROLE TITLE	Board Member	REMUNERATION	£3,500 per annum
DIRECTORATE	N/A	DEPARTMENT	N/A
RESPONSIBLE TO	RHA Board & Chair	RESPONSIBLE FOR	N/A

ROLE PURPOSE

The core purpose of the Board is to determine vision and strategy, direct, control and scrutinise the Association's affairs.

All Board Members share the same legal status and have equal responsibility. Each Board Member must act on behalf of the board and in the best interests of the Association and to represent the Association in an appropriate manner.

Board members are expected to utilise their individual skills and experience to contribute to an effective board and to comply with the statutory and regulatory requirements of a board member of a charitable registered provider.

ACCOUNTABILITIES *Statement of the main areas of responsibility*

- To act as an accountable member of the Rosebery Board.
- To contribute to the leadership and motivation of the organisation as part of an effective Board.
- To build a constructive relationship with and between other Board Members and provide oversight, direction and constructive challenge to the organisation's Chief Executive and Executives.
- To contribute to the setting and direction of the values, vision, mission and strategic objectives of the organisation, ensuring its long-term success.
- To ensure the organisation operates effectively, efficiently and economically.
- To participate in group decision making by contributing to debate and challenging the views of others where appropriate.
- To utilise skills and knowledge to analyse issues presented to the Board.
- To be an ambassador for and represent Rosebery as appropriate.
- To ensure adherence with statutory requirements and the Regulatory Framework
- To ensure compliance with the NHF Code of Governance.
- To ensure probity in all aspects of Rosebery's activities
- To apply specialist knowledge where appropriate to assist the Board in making decisions.
- To work with the Chair to identify personal development needs.

KNOWLEDGE/SKILLS/EXPERIENCE/PHYSICAL REQUIREMENTS	
Essential	<ul style="list-style-type: none"> • Specialist skills as required from time to time to complement the Board's skills set. • Good interpersonal skills. • The time and commitment to provide effective membership of the Board and representation for the Association. • Flexible approach to the role of Board Member with the aim of meeting the needs of the business. • The desire and ability to be an ambassador for Rosebery.

PERFORMANCE MEASURES	
Quality	To monitor the Association's implementation of effective performance management systems enabling timely monitoring of targets and advise corrective action where appropriate.
Equality & Diversity	Ensure that the diverse needs of customers are met. Ensure that the Board adheres to the diversity strategy and statements.
Service Delivery	To ensure that services are delivered on time, that they represent value for money and are in accordance with agreed standards through the Board's agreement of service standards and monitoring of performance.

COMPETENCIES	
Communication & Influence	Ability to persuade and influence others and communicate effectively at a variety of levels
Strategic Vision	Develop and lead on direction of strategic initiatives
Leading & Developing Others	Communicates the vision to others and works co-operatively with others towards a common objective
Respect for All	To recognise the impact of diversity issues & commit to the continual improvement of equality, diversity and inclusion
Customer Focus	Ability to focus business efforts and resources on meeting and exceeding customers needs and expectations
Personal Development	Passionate about continuing to develop effectiveness as a Board Member

BOARD MEMBER OUTLINE TIME COMMITMENT

Possible elements in annual time commitment

- At least five Board Meetings and preparation
- An Annual General Meeting and preparation
- One Strategy/Business Planning Day/weekend
- Seminars, conferences and training – based on personal development needs and business priority
- Keeping up to date with the social housing sector – Inside Housing/peer group, etc.
- Board Member appraisal

How to Apply –Board Member

Thank you for expressing an interest the above position. If you have read the candidate briefing information and you would like to apply, please follow the guidelines below.

Application Process

Please submit an up-to-date Curriculum Vitae (CV) and covering letter, ensuring that you quote reference ema410.

It is important that your CV highlights supporting evidence of how your previous experience and skills relate to the criteria outlined in the role profile and person specification. Within your CV, please ensure you supply the following:

- **Full name and postal address**
- **Work and home telephone number, mobile number and email address (NB most written communication with you will be electronic)**
- **National Insurance Number**
- **Confirmation that you have permission to work in the UK**
- **Confirmation that you are not disqualified from acting as a director for any reason**
- **Confirmation that you are not bankrupt or subject to agreement with creditors**
- **Under the Rehabilitation of Offenders Act 1974, confirmation that you have no spent convictions or any offence that could bring Rosebery into disrepute**
- **Employment history (explaining any gaps)**
- **Education and dates your qualifications were obtained**
- **Current Memberships of relevant professional associations/Institutes and dates**

Your covering letter (maximum of 3 pages) should be used to convey why you are attracted to the role describing how your leadership style and skills will help Rosebery map out their future purpose, direction and priorities. The covering letter is considered an important aspect of your application and will be used to assess your motivation for the role.

Please could you also confirm when submitting your application:

- ***If you work for or have connections with any concern that has any form of relationship (business or charitable) with Rosebery Housing Association. This includes any close relations who work for or provide services to the Association.***
- ***If you are currently employed by or act as a Board Member of another Registered Provider of social housing.***

An Equality and Diversity Recruitment Monitoring Form can be downloaded. This will assist Rosebery in monitoring selection decisions to assess whether equality of opportunity is being achieved. Any information collated from the Equality and Diversity Recruitment Monitoring Forms will not be used as part of the selection process and will be treated as strictly confidential.

Personal Data

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and / or biometric data) in your CV and application documentation. Following this notice, any inclusion of your Sensitive Personal Data in your CV/application documentation will be understood by us as your express consent to process this information going forward. Please also remember to not mention anyone's information or details (e.g., referees) who have not previously agreed to their inclusion.

The timetable for the selection process is included below. In your supporting letter, please advise us if you have any difficulty with the outlined dates and/or any other dates when you are unavailable for assessment. We try to offer flexibility, but it can be difficult to convene the selection panel outside the advertised selection dates due to diary commitments.

Please return your application by **28 June 2021** to our retained consultants at ema consultancy Limited (ema) to responsehandling1@emaconsultancy.org.uk

Your application will be treated with strictest confidence.

Assessment and Selection Process

All applications will be considered and assessed against the requirements of the Role Profile in order to select an initial long list of candidates. If you have been successful at this stage ema will contact you via telephone/email immediately following the initial longlisting meeting with Rosebery.

Timetable

The information outlined below has been agreed with Rosebery:

Activity	Date(s)
Closing Date for applications	28 June 2021
Screening Interviews	12 July 2021
Final Interviews	19 July 2021

Contact Details

If you have any queries about the position or the selection process; or if you would like an informal and confidential discussion with our consultant, please do not hesitate to contact Anne Elliott at ema on 07875 762029.

Thank you.

Anne Elliott
Managing Director, ema



Monitoring Information

Rosebery Housing Association Limited is committed to equal opportunities. To monitor the success of the Single Equality Policy, we ask all Board Members and Staff to fill in the following information.

The collection and collation of this data is to shape service delivery. We are asking the same questions to Board Members, Staff and Residents. It is intended to provide a picture of whether our Board and Staff reflect the communities within which we work.

Please feel free to answer as little or as much as you feel comfortable. All information will be treated confidentially.

The collation and reporting is done anonymously.

Your gender:	
Your age: Under 20 20-29 years 30-39 years 40-49 years 50 years +	
Your ethnic origin: (please select code as listed overleaf)	
Your religion, faith or belief: (please select code as listed overleaf)	
Your sexual orientation: (please select code as listed overleaf)	
Do you have a disability? If so, please specify.	
Are you registered as disabled?	Yes / No

Ethnic Origin Reference Codes:

A1	Asian or Asian British
A2	Black or Black British
A3	Chinese or Chinese British
A4	Mixed Heritage
A5	Other
A6	White or White British

Religion, Faith or Belief Codes:

B1	Buddhist	B6	Sikh
B2	Christian	B7	No religion
B3	Hindu	B7	Prefer not to answer
B4	Jewish	B9	Other (please state)
B5	Muslim		

Sexual Orientation Codes:

C1	Heterosexual/ 'straight'	C4	Bisexual
C2	Gay	C5	Other (please state)
C3	Lesbian	C6	Prefer not to answer

The information provided on your application form will be used by Rosebery Housing Association for recruitment and monitoring purposes. Personal data will be processed in line with the requirements of the Data Protection Act 2018.