



Family Housing Association  
(Birmingham) Ltd

# Chair of the Board

---

Candidate Information Pack



**Family Housing Association  
(Birmingham) Ltd**

# **Chair of the Board**

---

**Candidate Information Pack**



## Welcome to Family Housing Association (Birmingham) Ltd

Thank you for your interest in the position of Chair of the Board.

I hope the information in this pack will give you a taste of what Family Housing has already achieved, as well as our ambitions for the future.

Operating in some of the most deprived wards in the country, Family Housing is 'More than a Landlord'. For a small/medium sized independent organisation we have an impressive track record winning numerous community investment awards, being named one of just 10 co-regulation champions by the Tenant Services Authority and securing in excess of 10% growth in housing stock in the last 18 months.

Over the last two years our performance in key areas has improved significantly. Moreover, customer satisfaction with service delivery has increased by over 20% since our last Status Survey. We do however recognise that there is more to be done; in discussion with residents we have set stretching targets to further improve performance whilst also enhancing value for money.

Effective governance is vital to our success and this is where you come in. A proven chair, you will need to operate within our core values as well as demonstrating a proven track record and skill set within your field. We are looking for a confident leader to inspire our board and take our formal governance arrangements to the next level.

Whilst recognising that we operate in an ever changing, highly complex and competitive environment, we are confident and excited about the future.

If you feel you have got what we are looking for then we would very much like to hear from you.

**Tim Sewell**  
Chief Executive

## BACKGROUND INFORMATION

---

Family currently has approximately 2,500 homes across Birmingham and the West Midlands. We employ just over 90 people across the business including in our in-house repairs team. Our Board of Management consists of 12 full board members, including three resident representatives. Two co-opted members sit on committees.

Family's overarching objective is to be 'More than a landlord' by:

"Living our values to provide great homes and neighbourhoods of choice"

## CORPORATE VALUES

---

Our six corporate values are:

**Professional** - to be efficient, effective and skilled

**Respect** - to value difference and promote equality

**Honest** - to be trustworthy, open and clear

**Reliable** - to be accountable, committed and always deliver

**Caring** - to be considerate, supportive and understanding

**Special** - to be positive, creative and inspired

## CORPORATE OBJECTIVES

---

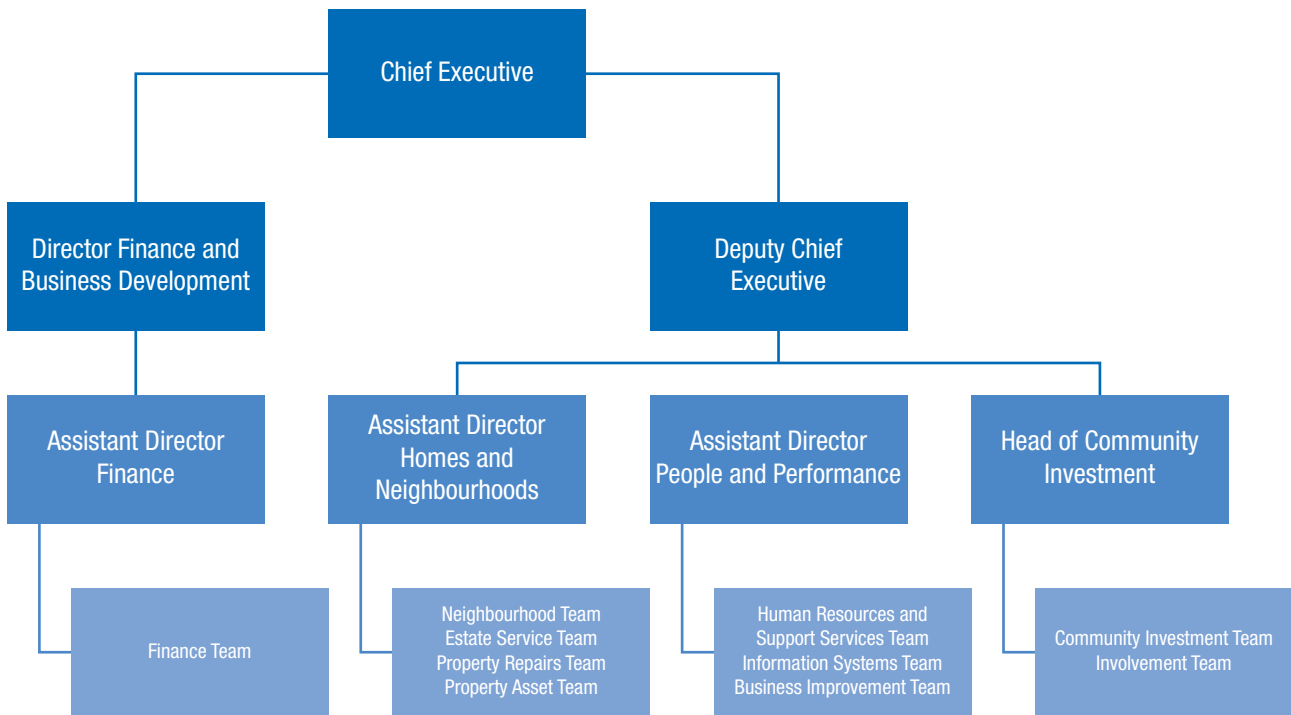
Our current corporate strategy has six themes which are:

- 1) To deliver great services and offer real choice to residents by living our values
- 2) To support resident empowerment and ensure robust governance
- 3) To consider diversity in all that we do, and provide all customers with equal access to services
- 4) To be viable and deliver value for money services
- 5) To be sustainable in all that we do
- 6) To enable future growth

Further information about Family Housing can be found on our website at [www.family-housing.co.uk](http://www.family-housing.co.uk).

## MANAGEMENT STRUCTURE

---



## JOB ADVERT



# Think big...

Operating in some of the most deprived wards in the country Family Housing (Birmingham) aims to deliver great homes and neighbourhoods of choice.

We are a small business with big ambitions and have a new opportunity to lead us strategically into the next stage of our growth.



## Chair of the Board

Remuneration: £5,650 per annum

Effective governance is vital to our current and future success and this is where you come in... You will be a proven chair with a demonstrable knowledge of affordable housing and a commitment to social wellbeing.

Your professional experience could be drawn from any field, what matters is that you are a confident leader with the drive and ability to inspire our board and take our formal governance arrangements to the next level.

Your values will align with ours and you will engage with a philosophy that puts positive professional behaviours as a prerequisite for success.

**Time Commitment: average of 1 day per month varying across the year.**

**If this challenge is one that interests you then please visit us at [www.family-housing.co.uk](http://www.family-housing.co.uk) for more information and to download an application pack. If you require an alternative format please call Jackie Molloy on 0121 766 1137.**

**Closing date for applications is 5pm on Friday 10th February 2012**

## REMUNERATION AND TIME RESPONSIBILITIES

---

The current remuneration for the role is £5,650.00 payable in 12 equal payments per annum.

Time commitments will vary and a flexible approach is essential.

As a broad indicator you will be required to chair four board meetings per annum, two away days and attend at least monthly meetings with the Chief Executive.

You will also need to be available on an ad hoc basis for other committees and attendance at corporate and external business events in an ambassadorial capacity.

In addition there will be the requirement for preparation time in advance of scheduled meetings.

## JOB DESCRIPTION / PERSON SPECIFICATION

---

### CHAIR OF THE BOARD

#### Role

To lead the board and ensure that it governs the organisation effectively and has a collaborative relationship with the executive

#### Key Responsibilities:

##### 1) LEADING THE BOARD

Specifically:

- n Ensuring the efficient conduct of the business of the board at board meetings and general meetings
- n Ensuring that the organisation provides appropriate role profiles and competency frameworks for all board members
- n Building a constructive relationship with and between other board members
- n Ensuring that all board members have an opportunity to express their views
- n Ensuring that appropriate standards of conduct and behaviour are maintained in accordance with an agreed code of conduct
- n Establishing a constructive working relationship with, and providing support for, the Chief Executive and ensuring that the Board as a whole acts in partnership with the executive
- n Taking responsibility for managing the performance of the Chief Executive against set objectives
- n Ensuring that the board delegates sufficient authority to committees, the Chair, the Chief Executive and others to enable the business of the organisation to be carried out effectively
- n Ensuring that the board receives professional advice when needed, either from senior staff or external sources
- n Ensuring that the organisation complies with the National Housing Federation Code of Governance
- n Taking decisions delegated to the Chair between meetings, with the advice of the Chief Executive

## 2) CHAIRING MEETINGS

### Specifically:

- n To chair meetings effectively, ensuring meetings are well structured and facilitate effective and constructive debate of issues, giving all members the opportunity to contribute
- n Ensuring that the level of consideration and debate is proportionate to the matter being discussed and that decisions are effectively recorded

## 3) LEADING BOARD APPRAISAL AND BEING APPRAISED

### Specifically:

- n Ensures effective mechanisms are in place to appraise the performance of the board as a whole and of individual members
- n Taking a lead role in board appraisal
- n Ensuring that from time to time a review of the boards composition and skills and experience of members is undertaken, ensuring action is taken to remedy any deficiencies

## 4) LEADING THE RELATIONSHIP WITH THE CHIEF EXECUTIVE AND STAFF

- n Providing line management to the Chief Executive
- n Taking a partnership approach based on mutual respect to secure a productive and professional relationship
- n Take a lead role in appraising the Chief Executive and determining the remuneration of the Chief Executive and other senior staff
- n When necessary lead on the recruitment of Chief Executive in a timely and orderly fashion

## 5) BEING AN AMBASSADOR

- n Representing the organisation on occasion, both externally and internally to residents and staff
- n Upholding the values of the organisation

### Experience and skills

1. Demonstrable knowledge of and interest in the affordable housing sector
2. Previous experience of Board membership in a non-executive capacity
3. Experience of Chairing meetings
4. Leadership experience in either a professional or voluntary capacity

### Key competency areas/behaviours

#### 1. Committed, reliable and caring

- n Demonstrates commitment to the organisation and the values of the organisation
- n Ensures that strategic direction is provided to the organisation
- n Ensures a strong service ethos within the organisation based on the desire to deliver continuous improvement across all its services

#### 2. Honest, open and effective communication

- n Supports the development and maintenance of sustainable communication networks both within the organisation and externally
- n Uses communication and influencing skills to progress conflict situations and achieve positive outcomes
- n Understands the importance of translation of strategy into effective operational messages within and external to the organisation

#### 3. Professional and special

- n Demonstrates positive leadership qualities to motivate and support
- n Breaks down barriers that prevent effective and cooperative working between individuals and groups
- n Promotes partnership working

- n Challenges the status quo and ensures the organisation takes appropriate risks in order to identify new and better ways of working
- n Understands the critical role that effective governance plays in the wellbeing of the organisation

#### **4. Respect**

- n Leads in the promotion of equalities issues and demonstrates personal commitment to valuing diversity
- n Promotes an agenda of respect within the board and throughout the organisation
- n Ensure compliance with equalities legislation

#### **5. Special**

- n Develops and supports corporate vision to generate excitement, enthusiasm and commitment
- n Encourages others to develop ideas and be innovative in their thinking
- n Promotes positive corporate culture that uphold the values of the organisation

## HOW TO APPLY

---

If, having read all the information provided you would like to apply for the position of Chair of the Board we ask that you:

- n Complete our application form which may be returned via post or e mail as detailed below

Please return to:

Carmel McCarthy  
Deputy Chief Executive  
Family Housing Association  
Bordesley House  
44/46 Coventry Road  
Birmingham  
B10 0RX

Or email:

**[cmccarthy@family-housing.co.uk](mailto:cmccarthy@family-housing.co.uk)**

Applications must be received by no later than 5pm on  
**Friday 10th February 2012.**

If you would like any further information about the role please contact Carmel McCarthy on 0121 766 1167.

Once again thank you for your interest in working for Family Housing.



**Family Housing Association  
(Birmingham) Ltd**

# **Chair of the Board**

---

**Candidate Information Pack**



Family Housing Association  
Bordesley House  
44/46 Coventry Road  
Birmingham  
B10 0RX

