



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

We look forward to hearing from you.

Yours sincerely



Daren Metcalf

Chief Executive



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Welcome Letter

Thank you for your interest in joining the Board of Radcliffe Housing Society.

Radcliffe is a strong, values-led organisation with a proud history of serving residents and communities. We are financially resilient, well governed and committed to delivering high-quality services while maintaining a clear focus on our purpose and values. As Chair, I am privileged to work alongside a committed Board, talented Executive Team and dedicated colleagues as we look towards the next stage of Radcliffe's development.

The housing sector continues to evolve, bringing new challenges and opportunities. Regulatory expectations, financial pressures, sustainability, technological change and rising customer expectations require organisations to think strategically and plan for the long term. Radcliffe is well positioned to meet these challenges, but continued success will require strong governance, fresh thinking and a willingness to evolve.

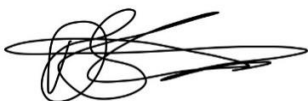
My vision is to build upon the strong foundations already in place and ensure Radcliffe remains a resilient, sustainable and independent organisation for many years to come. Achieving this requires a Board that provides strategic insight, constructive challenge and effective oversight while supporting the Executive Team to deliver for residents and communities.

As part of this journey, we are looking to strengthen our Board with people who bring diverse perspectives, sound judgement and valuable professional experience. Whilst housing experience can be helpful, we are equally interested in hearing from individuals from other sectors who can contribute fresh ideas, independent thinking and new approaches to governance and strategic decision-making.

We are particularly keen to attract expertise in areas such as finance, risk, governance, sustainability, technology, organisational development, customer experience and business growth. We also recognise the importance of developing the next generation of governance leaders and welcome applications from aspiring Board members who demonstrate leadership potential, curiosity and a commitment to making a positive contribution.

This is an exciting time to join Radcliffe. We have strong foundations, clear ambitions and a genuine opportunity to shape the future of the organisation. If you believe you can contribute your skills, experience and perspective to that future, we would be delighted to hear from you.

Yours sincerely,



David Skelton

Chair of the Board | Radcliffe Housing Society

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 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.

Core responsibilities

- **Purpose, strategy and culture**
Define the association's purpose, values and strategic objectives; approve the corporate and business plans; and ensure decisions deliver appropriate outcomes for current and future residents.
- **Resident safety and housing quality**
Obtain robust assurance that homes are safe, decent and well maintained. This includes understanding property-level stock condition, statutory health-and-safety compliance, overdue remedial actions, repairs performance and the effectiveness of contractors.
- **Resident voice and accountability**
Ensure residents are treated fairly and respectfully, can influence services and major decisions, receive transparent performance information and have accessible complaints arrangements. Boards should be able to demonstrate that residents' views, complaints and lived experience have informed decisions.
- **Financial viability**
Approve budgets, long-term financial plans, treasury strategy, funding arrangements and financial risk appetite. The board must ensure sufficient liquidity, covenant compliance, prudent assumptions, adequate financial headroom and credible recovery options.
- **Protection of social housing assets**
Act as custodian of the association's homes and public investment. The board must understand the organisation's assets, liabilities, security arrangements, guarantees and group exposures and avoid placing social housing assets at undue risk.
- **Risk management and internal control**
Set risk appetite and oversee the risk-management, assurance and internal-control

framework. This includes robust stress testing, scenario planning, internal audit, fraud controls, business continuity and assurance over the accuracy of management information.

- **Regulatory and legal compliance**

Ensure compliance with the association's governing document, RSH standards, health-and-safety legislation, company or charity law, funding conditions and other applicable requirements. Material actual or potential non-compliance should be communicated to the regulator promptly.

- **Chief executive and executive oversight**

The board should establish clear delegations, objectives, remuneration arrangements and succession plans while maintaining an effective relationship between the chair, board and executive.

- **Performance and value for money**

Monitor outcomes against strategy, resident service standards, tenant satisfaction measures, financial targets and improvement plans. The board should challenge poor performance and ensure resources and assets are being used effectively.

- **Governance effectiveness**

Maintain an appropriately skilled, diverse and independent board; manage conflicts of interest; plan succession; evaluate board and committee performance; and ensure decisions are properly informed and recorded. RSH requires an appropriate governance code to be adopted, with governance effectiveness assessed at least annually.

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 Board members, including serving on interview panels if required
- To be involved in disciplinary and grievance matters when 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

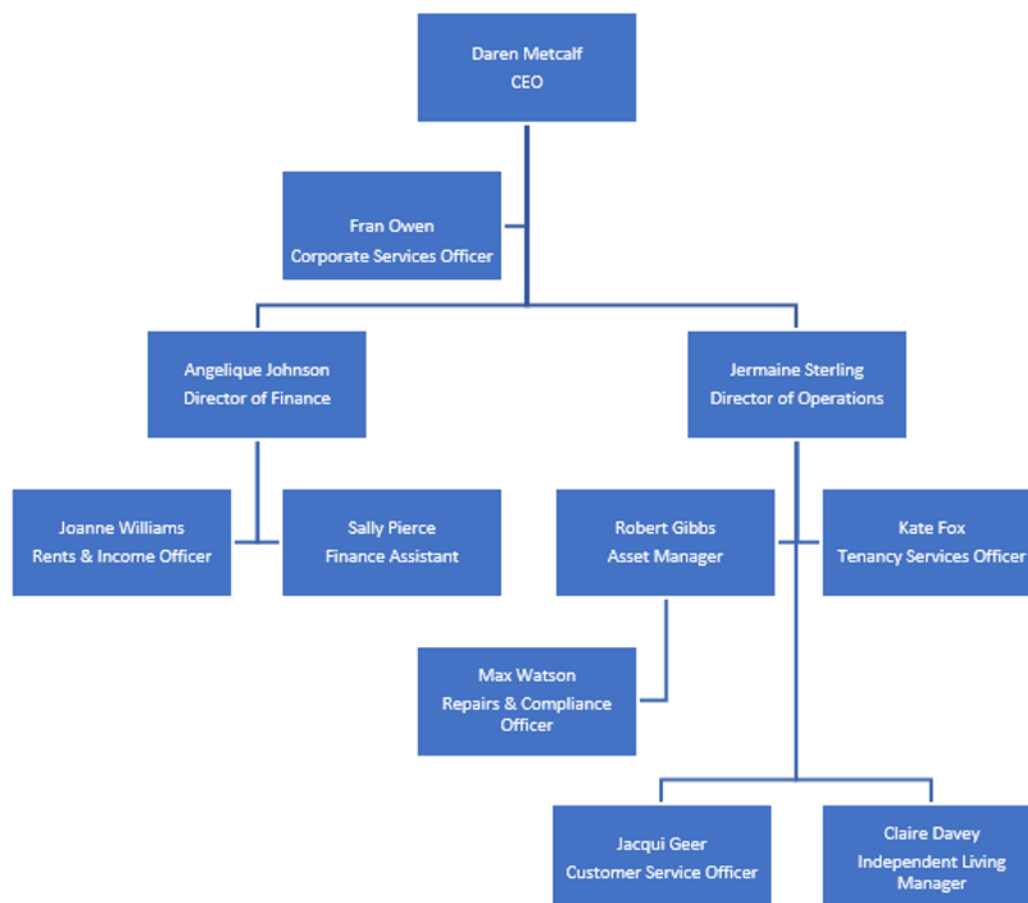
- To follow the NHF Code of Governance and to discuss potential conflicts with the Chair or Company Secretary

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)

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.