

East Midlands Community Led Housing CIC

Chair

Recruitment Information Pack

2020



Contents

Introduction.....	3
Responsibilities.....	4
Person Specification.....	5
Conditions of being Chair.....	5
East Midlands Community Led Housing CIC.....	6
The application form and how to apply.....	7
Interviews.....	8
Submitting Application.....	8
Timetable for Recruitment.....	9

Introduction

East Midlands Community Led Housing is recruiting a Chair to lead the organisation into an ambitious new phase in its development and the delivery of community led housing across the East Midlands.

Community Led Housing is a growing movement through which people from all walks of life take action to provide, manage and own permanently affordable, high quality housing. It is a response to the housing crisis that faces so many of our region's communities, from inner-city neighbourhoods, older industrial and suburban communities and rural villages. It provides homes for those who cannot afford to buy, older people looking for housing suitable to their changing circumstances and the most vulnerable members of society with twin housing and support needs. Whether it is through a Community Land Trust, Co-operative, Cohousing or self-build, new build or through renovation, community led housing transforms the ambitions and dreams of these people into somewhere they can call home.

East Midlands Community Led Housing is there to help. Our vision is that community led housing becomes part of the mainstream response to meet the diverse housing needs of communities across the East Midlands. To support this our mission is to ensure every community has access to high quality advice and support so they can meet the specific housing needs of their community.

East Midlands Community Led Housing is an independent not-for-profit organisation set up as a Community Interest Company. It is managed by a Board of Directors and currently directly employs three members of staff and one other advisers on a consultancy basis. It provides face-to face technical support that extends from the earliest stages of exploring the concept, though the site finding, planning, financing and build stages to managing the properties. Complementing this it works with local authorities, housing associations and developers to advise on how they can use their policies and resources to deliver community led homes.

At the beginning of the year we found ourselves in the exciting position with the potential to be a game changer, opening up new opportunities for more groups and embedding community led housing as a mainstream solution to meeting housing needs. From its original focus on Lincolnshire in 2017 it expanded its activities across the East Midlands with funding from the Nationwide Foundation. The result was a significant increase in demand for our services. To meet and build on this demand, enhance our service offer and develop our financial sustainability in November 2019 EMCLH we succeeded in attracting £140,000 grant from the Governments Community Housing Fund.

Like so many organisations our work has been affected by COVID-19 and this has had a significant impact on our ability to meet our Business Plan goals. However, we have continued to support groups remotely, won a contract and developed national guidance for cohousing and commissioned work to produce a marketing strategy. As a Board we have reviewed the risks and amended our delivery plan. Our focus is to: retain support for existing groups; extend our reach to a greater number and more diverse range of communities; and develop our use of technology to provide support at a time when face to face contact is restricted.

We are now looking for a new Chair that has the drive, skills, and passion to take East Midlands Community Led housing into its next stage, developing its offer and extending its coverage.

The Chair will provide leadership and direction for staff and Board of Directors, enabling them to fulfil their responsibilities for the overall governance and strategic direction of the East Midlands Community Led Housing. The role description is set out below.

Responsibilities

The Chair is responsible to the Board of Directors and responsible for the leadership of the Board, governance and strategic direction of EMCLH.

Governance, strategic direction, aims and objectives

Promote the highest standards of corporate governance and ensure EMCLH complies with any related guidance from the Community Interest Company Regulator.

Ensure EMCLH has a 5 Year Business plan with appropriate targets and mechanisms for monitoring and achieving its plans.

Ensure EMCLH has a viable Financial Strategy that underpins the Business Plan with a framework of prudent and effective controls is in place, which enable risk to be identified, assessed and managed.

Effective operation and engagement of the Board of Directors

Give strategic direction to board policy making

Chair and facilitate Board meetings

Set the style and tone of board discussions to promote effective decision-making and constructive debate.

Check that decisions taken at meetings are implemented

Ensure Directors have the opportunity to actively support the work of EMCLH and review how this is working, respecting that this is a volunteer Board.

Lead the recruitment process for new Directors and succession planning

Working with the Senior Community Led Housing Facilitator

The Senior Community Led Housing Facilitator carries out the duties of a Chief Executive. The relationship between them and the Chair is therefore critical to the working of EMCLH. The role of the Chair will be to:

Establish a close working relationship of trust with the Senior Facilitator. The relationship should respect each other's responsibilities in respect of managing and leading EMCLH.

Provide line management for the Senior Facilitator and carrying out their annual appraisal.

Plan the annual cycle of board meetings and other general meetings where required, for example annual general meeting.

Set agendas for board and other general meetings.

Liaise with the chief executive to keep an overview of the organisation's affairs and to provide support as appropriate.

Sit on appointment and disciplinary panels.

Develop the Board of Directors, including induction, training and annual appraisals.

Communications and culture

Act as an ambassador and spokesperson for EMCLH

Promote and uphold the highest standards of integrity and probity within the staff team and Board of Directors. Maintain contact with board and members to ensure that their issues and concerns are fully taken into account when setting agendas.

Person Specification

EMCLH is looking for a Chair who will bring energy and drive to the role with a passion for providing affordable homes and community development. You will have:

Recent experience of being involved in a not-for-profit organisation, ideally as a Board member/Director/Chair.

Experience of running a business and corporate management

Skills in setting and articulating a strategic position

Acted as an ambassador and spokesperson for an organisation

Great networking and influencing skills and an ability to 'open doors' in the East Midlands

Experience, or a working understanding, of residential development, ideally of affordable housing.

Understanding of the distinction between the role of Chair and Chief Executive

Experience supporting and motivating a small staff team

Conditions of Appointment

Period of appointment

The Chair is appointed with the agreement of the Board for 3 years with a maximum period of two terms (6 years in total), subject to a satisfactory appraisal.

Time commitments

Board meetings are held bi-monthly.

It is expected that, at a minimum, line-management meetings with the Senior Facilitator will take place every six weeks.

In addition, the Chair will be expected to attend events necessary as an ambassador and spokesperson for EMCLH.

Induction

An induction and familiarisation programme for the Chair will be developed and training will be discussed and provided as necessary.

Remuneration

Directors, including the Chair, are not remunerated. Directors will be paid reasonable out of pocket standard travel expenses to attend pre-agreed events and board meetings, as agreed within the overall budget.

East Midlands Community Led Housing CIC

East Midlands Community Led Housing (EMCLH) is a non-profit Community Interest Company, registered with Companies House and the CIC Regulator (Registration No. 7952697).

Established in 2012 (and then called Lincolnshire Community Land Trust) EMCLH has established a reputation for delivering high quality support, advice and assistance to communities seeking to deliver community led housing. To reflect the dynamic nature of the community led housing sector and in response to demand for services beyond Lincolnshire, EMCLH changed its name in January 2018 and expanded its work area.

ECLH is a member of the National Community Land Trust Network, the UK Cohousing Network, the Confederation of Co-operative Housing and Locality, and is currently working with a wide variety of groups and partners promoting Community Land Trusts, Cohousing projects, Neighbourhood Plan policies and other local community housing models.

Our Registered Office is at the headquarters of Lincolnshire Co-Op in central Lincoln. We enjoy back office support from Lincolnshire Co-Op but are, in every way, independent of them.

Six experienced voluntary Board members govern the organisation, currently led by the Chair Jo Lavis. Across the Board there is a wide range of skills and experience on which staff can draw.

EMCLH is committed to sustainable communities led by local people for the benefit of local people.

The application form and how to apply

Before submitting an application, all applicants are strongly advised to read these guidelines.

To ensure recruitment and selection for vacancies is as fair as possible, personal information you submit on your application form relating to ethnicity, sexuality, disability, religion etc will be removed prior to shortlisted. The short-listing process will consider information that is relevant:

- Experience and skills in relation to the vacancy;
- Employment history; and
- Education, training and qualifications.

We believe this approach ensures best practice with your application being considered on merit only. We also believe that it further reduces the possibility of any form of discrimination taking place. Therefore, to ensure consistency throughout the recruitment and selection process, we do not accept CVs as part of applications for vacancies. Please do not submit your CV in lieu of an application form or as part of your supporting statements because it will not be accepted.

If you find it difficult to read the application form and need adaptations to enable you to complete your application, or if you have any other queries relating to this vacancy, please contact Martin Field on 07976 546532).

East Midlands Community Led Housing is committed to equal opportunities in employment and information you supply to us on these issues will be treated as confidential and used for statistical purposes only.

In relation to the Data Protection Act 1998, we ask you to provide certain personal data on the application form. This information is used for statistical purposes only, in relation to equal opportunity monitoring, best practice and the law. I would be grateful for your consent to hold this information on our files and will take the return of the completed application form, unless otherwise notified, as an indicator of your consent.

Please note that the information you supply to us will be treated as confidential and will not be retained for any longer than is necessary. All information is held securely and is confidentially shredded once monitoring data has been compiled.

In line with 'Recruitment and Rehabilitation of Ex-Offenders Policies', the successful applicant will be offered the position, subject to satisfactory employment references.

The closing date for applications is **Friday 27th November 2020 at 12.00 noon**

Interviews

Candidates successful in being selected for the interview will be invited to attend an interview on 16th December. EMCLH will write and confirm the time of the interview accordingly, however, in view of Covid 19 all interviews will take place via video conferencing.

In order to meet current legislation, you must provide evidence regarding your entitlement to work in the United Kingdom. Examples of appropriate evidence are - British Birth Certificate; British / EU Passport or Identity Card; and current Work Permit.

Applicants who have not received a response to a submitted application by **11th December** can assume that the application has been unsuccessful. **It is EMCLH policy not to confirm receipt of application forms or provided substantiation for non-selection for interview.**

Submitting an application

There are two ways to apply for the post as EMCLH Chair:

1. **Email** the completed application form as a pdf to martinf@emclh.co.uk
Although there may not be a signed declaration with an email submission, it will be presumed that the information provided is correct and can be acted upon.

Applicants will receive a reply if an application has been submitted by email, indicating receipt of the application. If no reply to an application submitted by e-mail has been received, please contact EMCLH on 07976 546532

2. **Post** your completed application form to:

Martin Field
EMCLH Business Administrator
Stanley Bett House
Tentercroft Street
Lincoln
LN5 7DB

Timetable for Recruitment

Closing date for receipt of applications is 27th November at 12.00 noon

Shortlisted candidates will be contacted by phone and email.

Interviews will take place on the 16th December with a start date of 5th January 2021