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**Recruitment Pack for Chair of BSHF**

1. **ABOUT BSHF**

BSHF is a unique organisation focussed on helping people around the world access decent housing. We aim to be a catalyst for change, identifying great housing ideas and best practices and transferring them to where they are needed most. We aim to help new ideas grow so they benefit people who need them.

We achieve this by working in collaboration with partners around the world, challenging the status quo and demonstrating what works. We hold Special Consultative Status with the UN Economic and Social Council for our work supporting the goals of UN-Habitat. Our current work programmes include:

* Running the World Habitat Awards, a prestigious international housing competition, in partnership with UN-Habitat.
* The European End Street Homelessness Campaign – Working in partnership with FEANTSA (The European Network of Homelessness Organisations) and a small but growing group of cities across Europe. We are developing a campaign which aims to end street homelessness in European cities.
* Working with partners across the Community Led Housing sector in the UK to establish an alliance. Its aim is to significantly scale up the development of new community led housing.

BSHF was established 40 years ago to carry out research into all aspects of housing. It is a registered charity and a company limited by guarantee. It has no shareholders and all its funds are used to deliver its charitable objectives. BSHF is governed by a Board of Trustees that we call the Council of Management. BSHF has a small, dedicated team of staff and works in collaboration with a range of organisations throughout the world.

BSHF is financially secure and independent, deriving its income from the land, property and investments that it owns. It is based in the former mining town of Coalville in the East Midlands region of the United Kingdom, where it has historical ties.

BSHF has a three-year strategic plan that was adopted by the Council of Management in 2015. The strategy commits BSHF to:

1. Identify and promote the most innovative housing ideas and best practice from around the world
2. Build a world-wide community of housing practice by improving the reach of our communications
3. Empower communities to solve their own housing needs by supporting Community Led Housing in the UK
4. Establish a movement to End Street Chronic Homelessness in European cities
5. Responsibly manage its assets

For more information about who we are, what we do, and our strategy, please go to [www.bshf.org](http://www.bshf.org).

1. **ABOUT THE ROLE OF CHAIR**

**Location:** BSHF’s main place of business isCoalville, Leicestershire where Council of Management meetings are held.

**Time commitment:** On average 1 to 2 days per month;four Council of Management meetings per year (held on Wednesday mornings). The Chair is also expected to have regular meetings with the Chief Executive, and attend sub-committee meetings (meetings are held three times a year either in Coalville or London), occasional strategy days, and also occasionally represent BSHF at various events and meetings with key stakeholders.

**Purpose of the role:** To lead the Council of Management of BSHF working with all its members and the Director to deliver a well governed organisation that complies with all legal and statutory requirements.

To provide leadership to the BSHF Council of Management in setting a strategic mission, vision and aims.

**Key relationships:**

1. **Internal:** Develop and maintain excellent effective working relationships with other members of the Council of Management, the Director and other staff.
2. **External**: Effectively **r**epresenting BSHF at external functions, meetings and events on appropriate occasions and to act as a spokesperson for the organisation when required.

**Key responsibilities**

**Strategic Leadership**

* Provide positive leadership to the charity and its Council of Management ensuring maximum impact for its beneficiaries.
* Lead the Council of Management in setting the BSHF’s strategic mission, vision, and objectives. And ensure that these are implemented and delivered to achieve the organisation’s long term success.
* Ensure that Council of Management members fulfil their duties and responsibilities for the effective governance of the charity.
* Represent BSHF as appropriate at meetings and events.

**Governance**

* Ensure that the board regularly reviews major risks and opportunities. Ensure that systems are in place to take advantage of opportunities, and manage and mitigate the risks in order to safeguard the assets and reputation of the organisation
* Ensure that the Council of Management fulfils its duties to ensure sound financial health of the charity, with systems in place to ensure financial accountability including approving an annual budget and annual accounts.
* Develop the knowledge and capability of the Council of Management to achieve a high-performing Council of Management, ensuring strong compliance with corporate governance.
* Appraise the performance of trustees on an annual basis (including ensuring appraisal of the Chair takes place). Regularly review and ensure that Council of Management incorporates the right balance of skills, knowledge, diversity and experience needed to govern and lead the charity effectively.
* Ensure effective succession planning is in place for trustees and take part in their selection. And ensure that a process for their own replacement as Chair is in place.

**Effectiveness**

Work closely with the Director to give direction to the Council of Management decision making and to ensure that meetings are well-planned, meaningful and reflect the responsibilities of trustees

* Chair meetings of the Council of Management effectively and efficiently, ensuring that:

1. Clear decisions are reached and recorded and that their implementation is monitored.
2. The Council of Management agendas are meaningful and reflect the key responsibilities of trustees.
3. The Council of Management is provided with relevant, timely and accurate information that provides sufficient information for quality decision making, risk management and performance monitoring.

* Ensure that the Council of Management delegates sufficient authority to its sub-committees, the Chair, the Director and others to enable BSHF’s business to be carried on effectively between Council meetings. Ensure that the use of delegated powers are monitored.
* Take decisions delegated to the Chair with the advice of the Director.
* Ensure that the Board of Trustees receives professional advice when needed, from staff or external advisors.
* Lead on the appointment of Chairs of sub-committees.
* Be an authorised signatory for contracts and other legal documentation.

**Relationship with Director and Executive team**

* Take responsibility for the timely appointment, and induction of a Director and take part in the recruitment of senior members of staff of the organisation where required.
* Establish a strong constructive working relationship with the Director ensuring s/he is held to account for achieving agreed strategic objectives.
* Provide support for the Director, including carrying out one-to-one monthly review meetings and an annual appraisal of performance.
* Ensure suitable arrangements are in place to determine the remuneration of the Director.
* Be responsible for the discipline, and if necessary, the dismissal of the Director, and be available as a point of appeal for other staff who may be disciplined in accordance with the policies of the organisation.

1. **THE CHAIR - PERSON SPECIFICATION**

**Knowledge and experience**

* Experience of operating at a senior level (either executive or non-executive) within a commercial or charitable organisation.
* Experience of operating as a non-executive member or chair of a board, with knowledge of good governance practice and non-executive statutory duties and responsibilities.
* Successful track record of building and motivating senior teams to deliver a clear strategic vision.
* Strategic experience in finance, investment and risk management.
* Appreciation and some understanding of the role of the housing sector in a national and international context.

**Skills and abilities**

* Excellent communication and interpersonal skills.
* Able to lead and inspire the Council of Management, generate a strong team spirit, work collaboratively and build consensus.
* Strong strategic planning skills, able to develop strategic vision and encourage others to contribute.
* Able to assess risk and promote risk awareness, without being risk averse. A creative approach to problem solving.
* Able to think independently, challenge appropriately (including asking sometimes awkward questions) and holding the Executive team to account, always seeking to raise performance across the organisation.
* Able to forge productive and appropriate working relationships with people at different levels, particularly fellow trustees and the Director. Possess a clear understanding of the different role of non-executives and executive staff.
* Able to manage and appraise the performance of the Director and trustees setting clear objectives, delegating appropriately, and reviewing performance on a regular basis, providing advice and support where necessary.
* Able to undertake appraisals of fellow trustees and review their contribution.
* IT literate – comfortable with communicating by email, and receiving/sending board and committee papers and other documents electronically.

**Personal behaviour and style**

* Actively leads by example, demonstrating the professional conduct expected of a Chair and trustee.
* A demonstrably strong commitment to equality, diversity and ethics.
* Listens to others and provides effective decision making when required.
* Demonstrates credibility and integrity, builds trust and confidence.
* Supports the mission and vision of BSHF; comfortable in an ambassadorial role, promoting BSHF and its aims and achievements to its external stakeholders and partners.
* Open to learning and development for self, other trustees and staff; fosters a learning culture.
* Has the time and commitment to effectively discharge the responsibilities of the role of Chair.

**4. KEY DATES IN THE SELECTION PROCESS**

Closing date: Monday 18 July 2016 at 12 noon

Interviews: Week commencing 5 September 2016

**5. CHAIR - DECLARATION FORM**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CONTACT DETAILS** | | | | | | | | | | | | | | | | | |
| Surname | | | | | |  | | | | | | | | | | | |
| First name | | | | | |  | | | | | | | | | | | |
| Address | | | | | |  | | | | | | | | | | | |
| Postcode | | | | | |  | | | | | | | | | | | |
| Mobile number | | | | | |  | Discretion  required | | | | Y | | | | | N | |
| Home number | | | | | |  | Discretion  required | | | | | Y | | | | | N |
| Work number | | | | | |  | Discretion required | | | | | | Y | | | | N |
| Email address | | | | | |  | | | | | | | | | | | |
| Are you available during the specified interview week? | | | | | | Y | | | | | | | | N | | | |
| If no, please specify your availability | | | | | |  | | | | | | | | | | | |
| How did you hear of this opportunity | | | | | |  | | | | | | | | | | | |
| **ELIGIBILITY** | | | | | | | | | | | | | | | | | |
| There are restrictions on who can apply to become a Company Director. You may not be eligible if:   * You are under 18 years of age * You are a member of BSHF staff * You are disqualified as a company director * You have an unspent conviction for an offence involving dishonesty or deception (such as fraud) * You are an undischarged bankrupt (or subject to sequestration in Scotland), or have a current composition or arrangement including an individual voluntary arrangement (IVA) with your creditors * You have been removed as a trustee of any charity by the commission (or the court) because of misconduct or mismanagement | | | | | | | | | | | | | | | | | |
| Do any of these conditions apply to you? | | | Y | | | | | N | | | | | | | | | |
| If you have answered yes, please give further details | | | | | | | | | | | | | | | | | |
| **REHABILITATION OF OFFENDERS ACT 1974** | | | | | | | | | | | | | | | | | |
| BSHF is committed to recruiting from all areas of the community including offenders and ex-offenders. The Rehabilitation of Offender Act 1974 requires us to ask you if you have any unspent convictions. The information you provide will be treated with the strictest confidence and only be taken into account where in our reasonable opinion the offence is relevant to the post for which you are applying. No disclosures will be revealed to others. If you inadvertently disclose a conviction regarded as spent it will be ignored.   If you are unsure of whether your convictions should be disclosed please check [www.nacro.org.uk/what-we-do/resettlement-advice-service/advice/disclosing-criminal-records/rehabilitation-of-offenders-act-1974](http://www.nacro.org.uk/what-we-do/resettlement-advice-service/advice/disclosing-criminal-records/rehabilitation-of-offenders-act-1974).  Failure to disclose a conviction may result in termination of any role offered if an offence is not declared but is revealed later. | | | | | | | | | | | | | | | | | |
| Do you have any unspent criminal convictions? | | | | | | Y | | | | N | | | | | | | |
| If yes, please provide details on a separate sheet of paper marked CONFIDENTIAL and submit it with this form | | | | | | | | | | | | | | | | | |
| **REFERENCES** | | | | | | | | | | | | | | | | | |
| Please provide full contact details for two referees who have known you in a professional capacity and/or in your capacity as a non-executive director or chair, ideally over the last 2 years. Please note that references will not be taken up unless you have been successful. We will notify you when we intend to take up references. | | | | | | | | | | | | | | | | | |
|  | Referee 1 | | | | Referee 2 | | | | | | | | | | | | |
| Full name |  | | | |  | | | | | | | | | | | | |
| Position |  | | | |  | | | | | | | | | | | | |
| Organisation |  | | | |  | | | | | | | | | | | | |
| Relationship to you |  | | | |  | | | | | | | | | | | | |
| Full address |  | | | |  | | | | | | | | | | | | |
| Post code |  | | | |  | | | | | | | | | | | | |
| Mobile number |  | | | |  | | | | | | | | | | | | |
| Home number |  | | | |  | | | | | | | | | | | | |
| Work number |  | | | |  | | | | | | | | | | | | |
| Email address |  | | | |  | | | | | | | | | | | | |
| Prior consent required | Y | N | | | Y | | | | N | | | | | | | | |
| **DECLARATION OF INTEREST** | | | | | | | | | | | | | | | | | |
| Are you known to or related to any members of BSHF’s Council of Management or any BSHF employee | | | | | | | | | Y | | | | | N | | | |
| If you have answered yes, please give further details | | | | | | | | | | | | | | | | | |
| Do you have any interest that may relate to the work of BSHF, be it employment, contracts, positions of responsibility, directorships, etc. or any financial interest through you, a partner, a close associate or close relative | | | | | | | | | Y | | | | | | N | | |
| If you have answered yes, please give further details | | | | | | | | | | | | | | | | | |
| Is there anything in your employment history that you should reasonably draw to BSHF’s attention, which, if it came to light subsequently, and BSHF was unaware of the matter, could bring BSHF into disrepute | | | | | | | | | Y | | | | | | N | | |
| If you have answered yes, please provide details on a separate sheet of paper marked CONFIDENTIAL and submit it with this form | | | | | | | | | | | | | | | | | |
| **DECLARATION** | | | | | | | | | | | | | | | | | |
| I hereby confirm that the information given is true and correct   * I understand that any offer is conditional upon the accuracy of this information and any false or misleading information, as well as withholding relevant information, may lead to my application being disqualified, the withdrawal of any offer or, if I have been appointed, to my removal. * I understand that social media vetting may take place. | | | | | | | | | | | | | | | | | |
| Signed | | | | Date | | | | | | | | | | | | | |

1. **EQUALITY AND DIVERSITY MONITORING**

The information asked for in this section is not mandatory, nor will it be used as part of the selection process. All applicants will be judged solely on their ability to undertake the role for which they have applied. The information that you provide will be kept securely and separately from your application, and will be used for diversity monitoring purposes.

**Ethnicity**

Please state what you consider your ethnic origin to be

|  |  |  |
| --- | --- | --- |
| Asian | Black | Chinese or other ethnic group |
| 🞎 Indian | 🞎 Caribbean | 🞎 Chinese |
| 🞎 Pakistani | 🞎 African | 🞎 Any other ethnic group (please write in) |
| 🞎 Bangladeshi | 🞎 Any other Black background (please write in) |
| 🞎 Any other Asian background(please write in) |  |
|  |  |
| Mixed | White |  |
| 🞎 White and Black Caribbean  🞎 White and Black African | 🞎 English  🞎 Irish  🞎 Scottish  🞎 Welsh  🞎 Romany Gypsy or Irish Traveller | 🞎 Rather not say |
| 🞎 White and Asian |  |
| 🞎 Any other mixed background  (please write in) | 🞎 Any other White background  (please write in) |  |

**Age**

|  |
| --- |
| Date of birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 🞎 Rather not say |

**Disability**

|  |
| --- |
| The Disability discrimination Act 1995 defines a person as disabled if they have a physical or mental impairment which has a substantial and long term (i.e. has lasted or is expected to last at least 12 months) adverse effect on one’s ability to carry out normal day to day activities. This could include conditions such as cancer, HIV, mental illness and learning disabilities.  Do you consider yourself to have a disability according to the above definition  🞎 Yes 🞎 No 🞎 Rather not say |

**Gender**

|  |  |  |
| --- | --- | --- |
| 🞎 Male | Transgender  🞎 F to M  🞎 M to F | 🞎 Rather not say |
| 🞎 Female |

**Faith**

Which group below do you most identify with?

|  |  |  |
| --- | --- | --- |
| 🞎 No religion | 🞎 Baha’i | 🞎 Buddhist |
| 🞎 Christian | 🞎 Hindu | 🞎 Jain |
| 🞎 Jewish | 🞎 Muslim | 🞎 Sikh |
| 🞎 Other (please write in) | 🞎 Rather not say |  |

**Sexual orientation**

How would you describe your sexual orientation?

|  |  |  |
| --- | --- | --- |
| 🞎 Bisexual | 🞎 Gay man | 🞎 Heterosexual |
| 🞎 Lesbian | 🞎 Other | 🞎 Rather not say |

Thank you for completing this form.

If you return the monitoring form together with your application form, it will be separated from your application as soon as it arrives. No information from this form will be used in the appointment process.