Board Member Recruitment Pack

Fuse

igniting ambitions

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Board Member Vacancies

We are looking for committed individuals who want to use their skills and experience to make a difference in local communities.

FUSE is an exciting new Community Interest Company formed to take over some of the activities of the South Shropshire Furniture Scheme. **FUSE** Enterprise CIC sets up its own social enterprises, providing opportunities and delivering services to local people. It also provides consultation and facilitation and works with others to help support and encourage the growth of social enterprise.

FUSE is already active in Shropshire, Telford and Staffordshire, managing Community Centres and operating a grounds maintenance and cleaning company. **FUSE** offers a range of services including consultation and engagement; feasibility and business planning; facilitation and visioning and volunteering and work placements.

We are keen to hear from you

- if you have skills in running a business and want to give something to the wider community, or
- if your employer wants to encourage you to develop your skills with board level experience, or
- if you have previous experience as a trustee or at the highest level in a charity or social enterprise.

To apply go to www.wrekinhousingtrust.org.uk and click on 'Charity Board Members Vacancies'. There you will find an application form, information and a dedicated email address to return your application to. The closing date for applications is the 29th March 2016 and interviews will be held on the 13th April 2016.

Role Description – Board members (Voluntary)

Purpose

To work constructively with other Board Members and employees to ensure that the organisation is managed and controlled appropriately; to ensure that it is accountable to its legitimate interest groups and stakeholders, and to ensure that it works within the requirements of the law.

To act as a “guardian” of the mission and values of the charity organisations.

Key Duties

To devote sufficient time and energy to the charity. This includes:-

- Preparing for meetings
- Attending Board and Committee meetings as required
- Keeping up to date with issues affecting the charity by reading and attending training/briefing sessions

To participate in the management and control of the charities activity, including:-

- Generating strategic opinions
- Financial monitoring and control
- Establishing plans, policies and objectives
- Ensuring plans are implemented and evaluating performance
- Previewing activity and deciding on appropriate action

To agree policies and make decisions on all matters that might create significant risk.

To ensure that affairs are conducted lawfully and in accordance with generally accepted standards of performance and propriety.

To consider and agree responses to reports from the regulator, auditors and any other relevant body.

To represent the charity in the outside world and to help foster good relationships.

To promote the good name of the charities at all times.

To campaign, both on a local and national level to promote issues relating to the charities.

To abide by the NHF’s Code of Governance and the Code of Conduct for Board Members.

www.ignitingambitions.co.uk

The Board

Esther Wright (Chair)

Esther qualified as a Solicitor specialising in criminal defence, before moving into the charitable sector in 2002. She then spent a couple of years living and working in Australia's northernmost city, Darwin, for a large entertainment and arts complex.

Returning to the UK Esther worked in community fundraising and events management for several national charities and was responsible for managing a UK-wide team of staff and developing a series of large scale, high income fundraising events for the Stroke Association.

Esther established ElevenTen Consultancy and Event Management in 2008 to assist businesses, charities and individuals in increasing income, launching new products and developing events. Her clients have included St Mungo's PKD Charity, Warwick Folk Festival, Half the Sky, the Britten-Pears Foundation, Buskaid and Action on Hearing Loss as well as lots of smaller businesses and individuals. The business specialises in events including creative product launches, bespoke fundraising events, garden parties and charity balls.

Esther is a keen (but slow) runner and lives in north Shropshire with her husband and two rescue dogs.

Steve Price

Having graduated when dinosaurs still roamed the earth (so Steve says!), he was employed for a short time as a Field Biologist with Rentokil PLC before joining local government as a Student Environmental Health Officer with South Cambridgeshire DC.

Shortly after qualifying as an Environmental Health Officer, Steve moved to the Welsh Marches area working with Leominster DC, where he was subsequently appointed as Principal EHO prior to obtaining the post of Head of Environment & Community Services

with South Shropshire. He worked for South Shropshire DC for 19 years.

His position with South Shropshire District Council gave him wide responsibility for Public Health - including food safety, health & safety, infectious disease control, waste collection, housing, licensing and pollution control services.

His time has also been taken up with working at County, Sub-Regional and Regional level partnerships and he has held the Chair of Shropshire Chief Environmental Health Officers Group, Shropshire Housing Officers Group, the Shropshire Supporting People Core Strategy Group and the West Midlands Rural Housing Network.

Lynn Coburn

Lynn is a qualified Chartered Management Accountant (ACMA) as well as being a fully qualified member of the Association of Accounting Technicians (MATT). In 2011, she was awarded an MBA (Masters in Business Administration) from Staffordshire University.

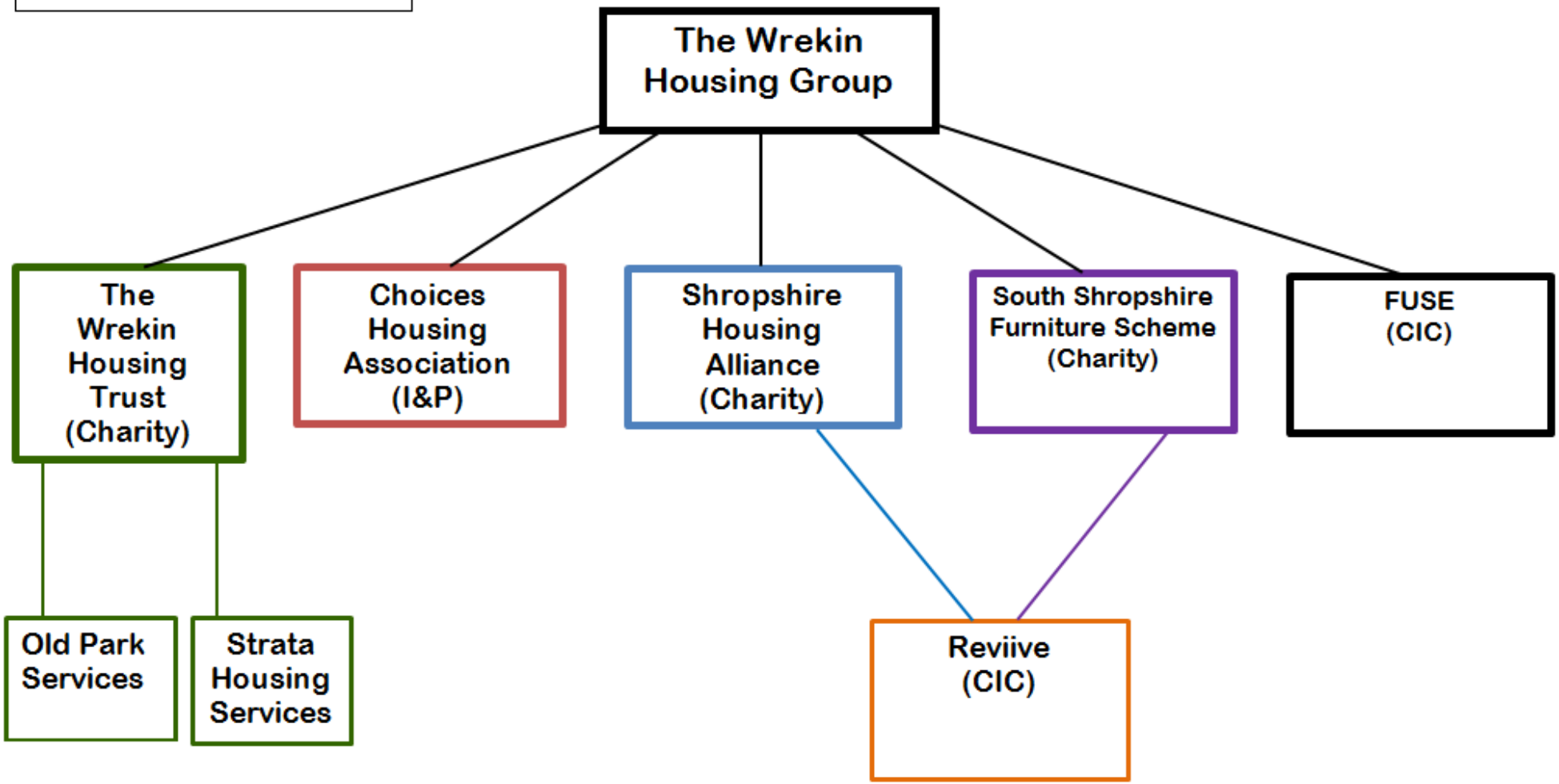
Lynn's career has been varied and she has worked in a number of different Sectors including Higher Education, Private Sector and Social Housing.

Lynn started her career working in the private sector for The Wedgwood Group and spent several years there building her experience. She then moved to work for the TI group, manufacturer of white goods, followed by ten years with the Shires Group, a bathroom manufacturer.

Lynn's next move saw her leave the private sector and take up the role of Assistant Finance Director with Staffordshire Housing Association. This was followed by a move to the Higher Education Sector, where she spent eleven years at Staffordshire University.

Lynn is currently the Finance Director for Brighter Futures Housing Association based in Stoke-on-Trent.

Partnership Structure



The Wrekin Housing Group

The Wrekin Housing Group was formed in May 2004, as the non-asset holding parent of The Wrekin Housing Trust. Since this time, resisting the trend for mergers and acquisitions, the Group has developed into a thriving group of individual companies who retain their identities, ethos and control of their own resources. By working in partnership and complementing each other, each individual company makes the others stronger.

The following pages give information on the organisations which make up the partnership.

The Wrekin
Housing Trust

The Wrekin Housing Trust is one of the largest social housing providers/housing associations in the West Midlands with almost 12,000 homes for rent (and low cost home ownership) across Shropshire and Staffordshire. Established in 1999, our portfolio of homes is growing through new developments across Shropshire and Staffordshire and includes everything from apartments in well-established residential areas to town houses and family homes in both rural and town locations.

Our customers are served by a network of local and accessible shops and offices in convenient high street and neighbourhood locations throughout Telford, and in Shrewsbury and Stafford.

All of our homes benefit from a full repairs and maintenance service. Our award winning maintenance teams and our in-house gas team cover all areas and we work in partnership with a growing number of housing providers to provide maintenance services.

We work in partnership with our residents and service users, involving them in decisions about our operations, management and services and asking them for opinions and feedback. This enables us to continuously improve performance and make sure that the Trust keeps providing tenants and service users with a high quality service.

THE SHROPSHIRE
HOUSING ALLIANCE
Striving to improve the wellbeing of our communities

The Shropshire Housing Alliance (SHA) helps people in housing need throughout Shropshire. They provide a range of services which include:

- Advice for people looking for somewhere to live
- Support for tenants in rented housing
- Advice and a leasing service for private landlords
- A criminal records checking service

The Shropshire Housing Alliance was formed from the merger of three charities: Housing Young People in Shrewsbury, Homeless in Oswestry, Action Partnership and North Shropshire Homeless Action Partnership. The Shropshire Housing Alliance has offices in Shrewsbury, Oswestry, Bridgnorth, Telford, Ludlow and Market Drayton. In 2013 SHA became a part of the Wrekin Housing Group.

FS the Furniture Scheme

The Furniture Scheme was started in 1994 to address a growing need to find a way to reuse and recycle unwanted household items. The work of the scheme has directly placed resources into the homes of some of the most excluded members of the community, ensuring that these people can begin to build an independent life and home without increasing debt.

Since its inception, the Furniture Scheme has become a leading Social Enterprise. The core objectives at the heart of the organisation are to relieve poverty and eliminate discrimination through the provision of low cost essential household equipment and to protect the environment through the 3Rs – reduce, recycle and reuse.

The Furniture Scheme's ethos is one of equality, enablement and involvement; particular focus is placed on providing opportunities to the unemployed and socially disadvantaged.

As a Social Enterprise, 100% of funds raised are reinvested into the organisation. There are no shareholders or anyone else profiting from our operation; if we manage to make a profit we use this to support growth and help more people.

Reviive was formed by two Shropshire based charities – The Shropshire Housing Alliance and South Shropshire Furniture Scheme.

Reviive aims to make the most possible use out of furniture and household goods that people no longer need. This is so that the environment is protected and so that people can have interesting homes. This work has an economic impact and allows Reviive to employ staff, create work placements and train volunteers. Reviive also aims to have a financial impact on households.

Reviive directly helps young people and the long term unemployed, giving them the opportunity to come into a supportive work environment and learn and grow in confidence so they can enter the job market in a stronger position.

Through its profits Reviive helps charities that work with homeless people, women fleeing domestic violence, young people having to leave the family home and people facing health problems who need to change and re-build their lives. Our charities do this through advice, support and practical assistance to find a home.

CHOICES

Your Life, Your Choice

Choices Housing Association is a registered provider and not for profit organisation, providing housing, care and support for vulnerable people, encompassing services for people with learning disabilities, physical and sensory disabilities, people with mental health issues and older people.

Choices is registered with the Care Quality Commission to deliver services within both residential and domiciliary settings, employing just over 300 people. With over twenty years' experience they have gained a reputation as a leading provider of services for vulnerable people. With The Wrekin Housing Trust, Choices is developing extra care facilities in Shropshire and Staffordshire through the new brand, ShireLiving.

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Fuse is an exciting new development in the Partnership: a new community interest company formed to take over some of the activities of the South Shropshire Furniture Scheme.

Following discussions by the Board within the Furniture Scheme and the Group, the SSFS Board considered its key purpose and objectives and decided in principle to focus on the two main groups of activities. One is largely in South Shropshire and based on the core furniture recycling activities and community centers, with a view to enabling vulnerable and disadvantaged to acquire basics to establish a home and skills to improve chances of obtaining work. The other has a wider geographical spread and is a business of providing consultancy and facilitation for social enterprises to start and be nurtured, some of which would potentially remain as businesses within the Group.

Application form

The information on this form is confidential. Please read and complete all parts of this form.

Please complete this form and e-mail it as an attachment to Fuseboardmembers2016@Wrekinhousingtrust.org.uk by 12.00pm on Tuesday 29th March 2016.

1 PERSONAL DETAILS (Block capitals please if printing and returning by post)

Surname/Family name	Initials
Home Address Post Code Telephone number	Address for correspondence (if different) Post Code Telephone number

2 RELEVANT EXPERIENCE

Please give details here of any previous experience which you feel is relevant to being a member of the Board.

Experience	Dates		Further Details
	From	To	

3 OTHER MEMBERSHIPS

Are you a member or representative on any other voluntary or statutory management or advisory committee? If yes please give details, or no please enter N/A below,

Name	Date		Further Details
	From	To	

4 COMMERCIAL INTERESTS

Do you have any commercial or other interests? If yes, please give details or if no, state N/A below

5 SUPPORTING STATEMENT

Please supply a short supporting statement setting out why you feel your experience would be useful in your application, including your reasons for applying for the post.

6 REFERENCES

Please give details of two referees whom we may ask about your suitability for the post. References will normally only be taken up if you are selected for interview. Referees must not be related to you.	
1. Name Address Telephone number Occupation Do we have your authority to contact this person? Yes ☐ No ☐	2. Name Address Telephone number Occupation Do we have the authority to contact this person? Yes ☐ No ☐

7 DISABILITY

In order to make positive changes, we are addressing the different barriers faced by disabled people. Many people who do not consider themselves to be disabled may be covered by the Disability Discrimination Act 1995 (DDA) because they have a health condition that has an impact on their lives.

Do you have a physical or mental impairment or long-term health condition? Is this expected to last, or has it lasted, for a year or longer? Does this make it difficult for you to do the things that most people do on a fairly regular and frequent basis? If so, you may have rights under the Disability Discrimination Act.

Employees with a disability or health condition are entitled in law to 'reasonable adjustments' to address their support needs in the workplace. Therefore we are interested in any disability or health condition that may require a reasonable adjustment in order to overcome any such barriers.	
Taking the above information into account, do you consider yourself to be disabled?	Yes ☐ No ☐
If 'Yes' what is the nature of your disability or health condition?	
Do you require any adjustments in order to attend interview or to overcome specific barriers in the workplace?	

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EQUAL OPPORTUNITIES MONITORING

The Wrekin Housing Trust and all partnership organisations are committed to providing equality of opportunity for all, and opposes all forms of unlawful or unfair discrimination on the grounds of sex, race, nationality, ethnic origin, marital status, age, sexuality, religious belief or disability. In order to ensure the effectiveness of our policy and to meet legal requirements, we monitor the numbers of staff in post and the numbers of applicants for employment.

All information is confidential. This form will be separated from your application before consideration of candidates takes place and will not be available to those involved in the selection process. The data will be stored confidentially and for the production of de-personalised statistics. If you prefer not to, you are not obliged to answer any of the questions.

Gender	Female ☐ Male ☐
Sexuality	Heterosexual ☐ Bi-sexual ☐ Gay Man ☐ Gay Woman/ Lesbian ☐ Other ☐ Prefer not to say ☐

Age (Please tick relevant box)

16 - 18	☐
19 - 30	☐
31 - 40	☐
41 - 50	☐
51 -65	☐
Over 65	☐

Ethnic origin: Tick one box from the section below to indicate your ethnic group. The categories are as recommended by the Commission for Racial Equality.

White

British ☐ Irish ☐

Any other white background ☐ Please provide details:

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Mixed

White and Black Caribbean ☐ White and Black African ☐ White and Asian ☐

Any other mixed background ☐ Please provide details:

Asian, Asian British

Indian ☐ Pakistani ☐ Bangladeshi ☐

Any other Asian background ☐ Please provide details:

Black, Black British

Caribbean ☐ African ☐

Any other Black background ☐ Please provide details:

Chinese, Chinese British or other ethnic group

Chinese ☐

Any other ethnic background ☐ Please provide details:

Religion	Christian ☐ (all denominations) Muslim ☐ Hindu ☐ Sikh ☐ Jewish ☐ Buddhist ☐ None ☐ Other ☐ Please indicate: Prefer not to say ☐

Please state your nationality