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# Northern Ireland Federation of Housing Associations

## Chair of the Board Information Pack

**Applicants must submit CVs to CO3 by 12 noon on Wednesday  
February 6th 2019**

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## Foreword from Ben Collins

### NORTHERN IRELAND FEDERATION of HOUSING ASSOCIATIONS (NIFHA)

#### Chair position

Thank you for your interest in this prestigious role of Chair of NIFHA.

Northern Ireland's housing association movement is at an exciting and challenging time in its development. The housing association movement has been through a period of growth and consolidation and remains ambitious to grow and develop further to help the increasing number of people in housing need. The movement faces many challenges with the continued squeeze on public funding for new homes, the ongoing roll-out of welfare reform and the constraints on the Supporting People budget.

As the sector's trade body, Northern Ireland Federation of Housing Associations continues to strive to support our 20 members to provide great homes, care and support and other services to those living in their nearly 50,000 homes. We continue to endeavour to maximise the impact of our lobbying and influencing work to help create a favourable policy and funding environment for housing associations. We continue to promote the movement's achievements in the mainstream media, to politicians and other partners. And we are also providing an increasing range of services to support members' work, from communications, research and analysis as well as data transfer supports.

We are looking for a passionate high-calibre individual that can provide strong strategic leadership. An individual that will lead the sector and provide support and challenge to the NIFHA team. Applications are sought from a diverse range of backgrounds.

This is great opportunity to support housing associations to continue to make transformational contributions to Northern Ireland's future. We look forward to you joining us on this exciting journey.

We are delighted to be working with Chief Officers 3<sup>rd</sup> Sector (CO3), to help with the recruitment process of this important role. If you have any initial queries relating to the post in the first instance please contact Nora Smith at [nora@co3.bz](mailto:nora@co3.bz) or telephone 02890 245356

Yours sincerely

**BEN COLLINS**  
Chief Executive Officer

## To Apply

Please submit a CV of not more than three A4 pages.

## Essential Dates and next steps...

1. Please submit your CV to Nora Smith by 12 noon on Wednesday 6<sup>th</sup> February 2019 Either

**Email:**

[nora@CO3.bz](mailto:nora@CO3.bz)

Or

**Post:**

Nora Smith  
Executive Recruitment Director  
CO3  
34 Shaftesbury Square  
Belfast  
BT2 7DB

2. This will be followed up with a conversation with Nora Smith from CO3 to talk you through the main roles and responsibilities.
3. This will be followed by a conversation with a purpose with the Vice Chair and three Board Members to see how you meet the criteria set out in the role description and the level of commitment you are able to make in this role.
4. There will be an opportunity for successful candidates to meet the full Board before they make a commitment to join.

## What we are looking for...

**Job Title:** Chair

**Remuneration** £7,500 per annum (non-pensionable)

**Please note:** The Chair cannot be a representative member of a NIFHA member housing association

### Overall Purpose of the Role

The primary role of the Board is to manage the business of the Northern Ireland Federation of Housing Associations (NIFHA), maintain its financial viability and compliance with the law. The Board will ensure that the Federation meets its Aims, Objectives and its Mission Statement.

As **Chair** of the Board you will have the added responsibilities;

- Provide leadership to the Board
- Chair Board meetings
- To Plan, facilitate and chair Committee meetings and support the Chief Executive to ensure that all Board resolutions are enacted
- To Ensure the efficient conduct of the Board's business and the Association's general meetings, and that all Board members are given the opportunity to contribute and express their views before decisions are taken.

As a board member you will be working in a team setting the strategic direction of the Federation and the housing association movement. This will include setting and monitoring the annual business plan. You will ensure that the board is fully accountable to the members for the decisions it has taken and actively engages with them to demonstrate this accountability.

The key responsibilities of a board member are to ensure sound corporate governance and uphold the good reputation of the association. You will be expected to:

- Attend Board meetings and any strategy meetings, including Board away days, fully prepared and be able to participate in discussion.
- Have a collegiate approach to working with the board and share responsibility for decisions taken
- Treat Board information and discussions as confidential until advised to the contrary.

## Person Specification

### Skills and competencies

The Federation welcomes applications from a diverse range of appropriately qualified individuals.

You will be a good communicator, experienced in working within a team and at ease with the ambassadorial role that being a Chair of the Federation entails.

This role requires consistent demonstration of a high degree of professionalism, impartiality, integrity and objectivity.

As Chair the ability to build strong transparent relationships with key stakeholders and also facilitate effective partnerships will be central to this role.

This individual will have the ability to respect confidences.

The Chair role requires strong analytical ability; innovative thinking and the ability to focus on the issues to be dealt with.

Significant experience of operating at a senior level in a strategic capacity.

Please see the full list of key skills and competences required to fill this strategic role. It is not exhaustive but we expect the Chair to be able to demonstrate ability in these areas.

### Specialist Competencies

Competence	Description
<b>Leadership</b>	<ul style="list-style-type: none"><li>• Has the ability to lead the Board by developing and agreeing a clear strategic direction.</li><li>• Has the ability to create an effective team at board level and to communicate our shared purpose with the wide range of stakeholders that the Federation works with.</li><li>• Has the ability to constructively challenge the Board and the management team to deliver the Federation's purpose and objectives.</li></ul>

<b>Influencing and Networking</b>	<ul style="list-style-type: none"> <li>• Has proven ability to influence government thinking in support of delivering the vision of the housing association sector.</li> <li>• Has strong influencing and networking skills in working with other stakeholders particularly in housing, health and welfare.</li> </ul>
<b>Strategic Thinking</b>	<ul style="list-style-type: none"> <li>• Has the ability to scan the environment and understand the implications of the economic and political environment.</li> <li>• Has experience of managing at a strategic level through focusing on the main issues and ensuring there are clear evidence based decisions at Board meetings.</li> <li>• Has the analytical skills to critically assess the information and recommendations brought to the Board by the management team.</li> <li>• Brings challenge and innovation to Board discussions.</li> </ul>
<b>Communication &amp; interpersonal skills</b>	<ul style="list-style-type: none"> <li>• Has the ability to work with the Chief Executive as well as the rest of the Board to drive the business forward in a positive way.</li> <li>• Proven ability to build and maintain good relationships and networks within the sector and with Federation staff.</li> <li>• Has the credibility and interpersonal skills to represent the Federation and its members and engage effectively with stakeholders.</li> </ul>
<b>Governance</b>	<ul style="list-style-type: none"> <li>• Has experience as a Non-Executive Director and understands the role of a Board in scrutinising the business and financial performance of an organisation.</li> <li>• Understand the need to personally demonstrate the highest standards of ethics, integrity and probity and to comply with the Federation's code of governance and code of conduct.</li> </ul>

## Conditions of Board membership

### Period of appointment

Subject to clauses within NIFHA's Articles of Association relating to termination of Board membership, the **Chair** shall hold office for a maximum fixed term of up to three years, such term to be determined by the Board on appointment to office, or until he or she resigns or is removed as Chair or ceases to be a Board Member, if earlier.

The Chair shall not, during their period of office, be required to retire at NIFHA AGM under the 'one-third' retirement rule. Individuals may hold office as Chair for a **maximum of two consecutive fixed terms** and shall not then be eligible for re-election as Chair provided always that the Board may extend a Chair or term of office by a resolution passed unanimously by the other Board Members (other than the Chair).

## Time commitment

It is anticipated that the Chair will commit approximately 2 days per month to NIFHA.

There are normally 5-6 Board meetings per year and the Chair will also attend and chair committee and other meetings as required.

The Chair of NIFHA will also chair quarterly meetings of HAIP (Housing Associations Integration Project). This is a Peace IV project funded by the SEUPB (Special EU Programmes Body), where NIFHA as lead partner is working in partnership with a number of housing associations and TIDES Training.

## Induction

An induction and familiarisation programme will be provided and will be tailored to your specific needs. Training will be discussed and provided as necessary.

## Remuneration

NIFHA Chair will be remunerated at a rate of **£7500 per annum** (non-pensionable) plus will be paid reasonable out of pocket expenses including, travel, mileage and overnight accommodation in line with NIFHA's expenses policy

## Potential conflicts of interest

You will need to give details of any business or other interests or any connections which, if you are appointed, could be misconstrued or cause embarrassment to NIFHA.

## Equality and diversity

NIFHA has a positive approach to diversity and encourages applications from all sections of the community.

## National Housing Federation Codes of Governance

The NIFHA board will be guided in its operations by the National Housing Federation codes of governance Excellence in Governance and Code of Conduct for Board Members. All board members are expected to abide by and uphold these standards. Further details are available upon request.

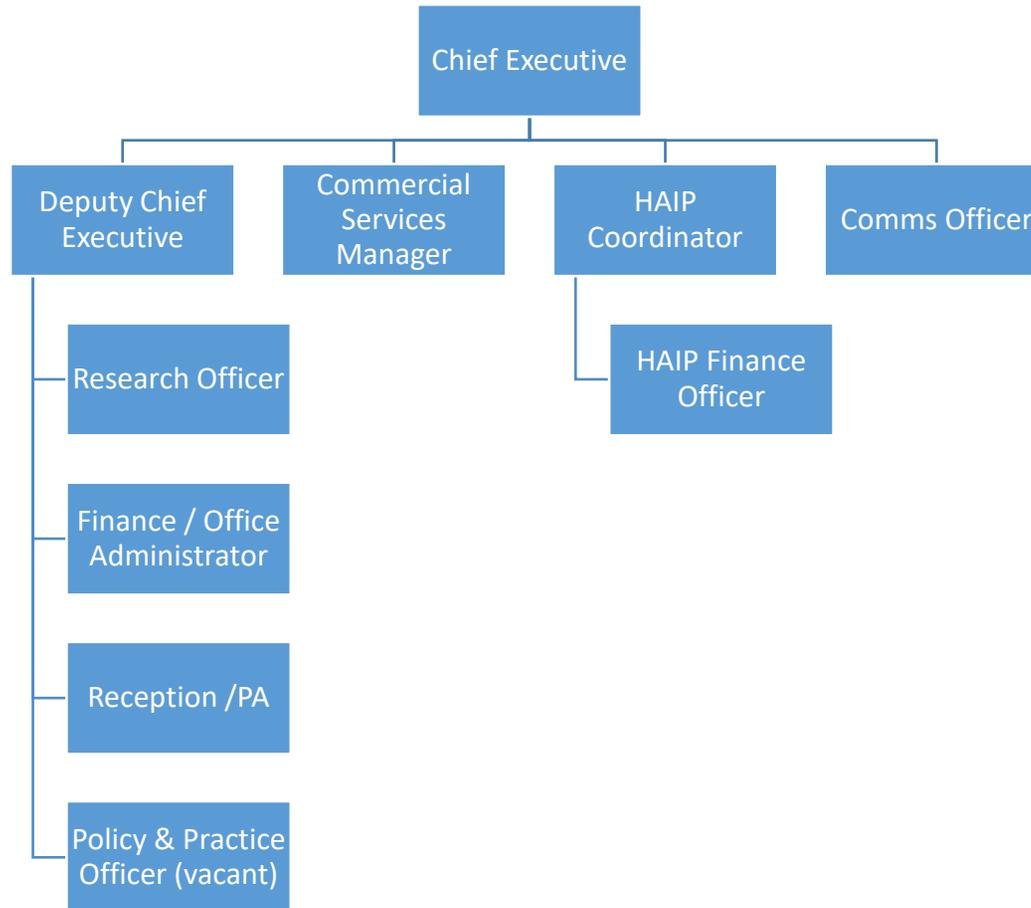
## NIFHA'S Corporate Strategy and Business Plan

Please view our latest strategy [here](#).

## Current Board Members

- Mark Graham Vice Chair (Member)
- Clare McCarty (Member)
- John McLean (Member)
- John McPeake (Independent)
- Hazel Bell (Member)
- Carol Kinkead (Independent)
- Darren McKinney (Member)
- Peter Caldwell (Member)
- David Duly (Independent)

# NIFHA Staff Organisational Chart – December 2018



## Timescale for Informed Conversations

Please protect the dates outlined below.

Closing date for applications	12 noon on 6 <sup>th</sup> February 2019
First Informed Conversation (with CO3)	8 <sup>th</sup> February 2019
Informed Conversation with NIFHA Panel	11 <sup>th</sup> February 2019