



South Ulster Housing Association

Board Member

Information Pack

Applicants must submit CVs to CO3 by 12noon on Friday 29th June 2018

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Foreword from Colin McCusker, Chair

Dear Applicant

Thank you for expressing your interest in becoming a Board Member of South Ulster Housing Association (“SUHA”). It is an exciting time for the Association as we seek to build on our success to date.

SUHA was formed in 1978 as Portadown Housing Association. Since then it has grown to be one of the most important Housing Associations in Northern Ireland. We presently own and manage over 1,100 homes throughout Northern Ireland.

As an Association we live by our vision statement; ‘To be more than just a landlord, to put our tenants’ voice at the heart of what we do and to deliver great homes and services, supporting communities and improving lives’.

We are aiming to recruit **two** new Board members with a professional working experience in finance and the legal sector respectively. These key individuals will play an important role in contributing to the Association being the best that we can be.

In return we will keep you informed about our work, seeking your engagement and input. We will provide you with a full induction to the Association’s work and we will support you in your role as a Board Member.

Our corporate documents are noted below, along with an organisational chart. We hope you will want to join us and help us shape the strategic direction of SUHA as we step forward. We are focused on the next phase in the evolution of the association across its social, community and charitable activities. We are ambitious to continue to grow and diversify, to serve more people in different ways.

I am delighted that we are working with Chief Officers 3rd Sector (CO3), to help with the recruitment process. If you have any initial queries relating to the post in the first instance please contact Nora Smith at Nora@co3.bz or telephone 028 90 245356.

Yours sincerely

Colin McCusker

Chair, on behalf of the South Ulster Housing Association Board

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 Friday 29th June, 2018.
Either

Email: Nora@co3.bz

Or

Post:

Nora Smith
Chief Executive
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 Chair and the Chief Executive 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 voluntary 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...

We are looking for individuals with a background in the private, public, voluntary or community sectors who can contribute to the strategic leadership and governance of the Association. Taking account of the range of skills and experience of SUHA's current Board Members, we welcome strengthening the Board's collective portfolio of skills in the following areas:

- *Finance*
- *Legal*

This is not an exhaustive list and if there are other skills and qualities that you feel relevant and would bring value to the SUHA Board, please make an application.

SUHA is committed to diversity and equality of opportunity and welcomes applications from all sections of the community. In particular, we are seeking applications from young people, women, people with a disability and ethnic minorities.

Time commitment

The Board's purpose is to oversee governance and drive the strategic direction of the Association. The Board meets ten times a year and there are delegated authorities to three committees; Audit and Risk Assurance, Finance and Corporate Performance, Property Services & Development. In addition to Board meetings, members will be expected to serve on at least one committee which meets at least four times per year.

Board Member Role Profile

Role purpose: To contribute to the leadership and governance of SUHA	
Key accountabilities	Key elements and tasks
To contribute to the leadership of SUHA.	<ul style="list-style-type: none"> • Contribute to the development and monitoring of SUHA's Strategic and Business Plans; • Uphold the aims, principles and values of SUHA; • Represent SUHA at local and regional events; • Communicate, explain and support the decisions of the Board.
Contribute to effective decision making by the Board.	<ul style="list-style-type: none"> • Prepare for, attend and contribute to 10 Board meetings each year; • Prepare for, attend and contribute to the Annual General Meeting; • Prepare for, attend and participate in Board strategic/planning days; • Participate in Board committees and working groups; • Represent SUHA at occasional meetings and events; • Apply independent judgement to all issues under discussion at Board meetings.
Fulfil the legal requirements of being a Board Member.	<p>Ensure SUHA:</p> <ul style="list-style-type: none"> • is financially viable; • complies with all legal requirements; • fulfils its responsibilities as an employer; • understands the importance of good practice in human resources management and staff development; • is committed to ensuring equality of opportunity in service provision and employment; • has a process for appointing and monitoring the performance of the Chief Executive.
Understand and promote the interests of SUHA and our clients	<ul style="list-style-type: none"> • Seek to understand the impact of changes in public policy and the external environment on clients and the service; • Use network to promote knowledge of and support for SUHA's work.

Board Member Person Specification

Those interested in serving as a SUHA Board Member must be able to demonstrate that they:

1. Understand the diverse needs of clients and potential clients, and the aims, principles and values of SUHA.
2. Have relevant experience in the private, public, voluntary or community sectors either as an employee or on a volunteer basis including serving on a committee or Board.
3. Have leadership skills, including the ability to be objective, to probe and question, and to act decisively when necessary.
4. Are visionary, creative and passionate about SUHA's service, and prepared to invest energy in its success by learning and understanding its business and its stakeholders.
5. Are team players, able to listen and work with others, offering guidance and support, to ensure effective decision-making by the Board.
6. Understand the responsibilities of company directors and charity Trustees, the importance of good governance, and agree to work in accordance with any code(s) of practice agreed by the Board. Ongoing support, learning and development opportunities will be offered to Board Members with this.
7. Are able and willing to act impartially and apolitically.
8. Have strong analytical skills, can assimilate information and grasp complex issues quickly, and then apply independent judgement.
9. Financial acumen to help lead the charity in a changing financial climate.
10. Are good communicators, willing and able to promote the decisions of the Board and the interests of SUHA and its clients.
11. Can commit to the time commitments as detailed previously.

Candidates must disclose any information about their personal or professional life which in the Board's perception could bring SUHA into disrepute, including removals from previous governance roles, current or previous membership of organisations which may conflict with the aims, principles and values of the organisation, or behaviour which might be seen to undermine public confidence and trust.

Candidates must also disclose if they have been convicted of a crime which debars them from acting as a company director, or they are an undischarged bankrupt or disqualified to act as a company director.

Candidates must disclose any information which could give rise to a perception of conflict of interest with their role as a SUHA Board Member. This will not necessarily result in an inability to serve on the Board.

Background to SUHA

South Ulster is a Registered Housing Association, regulated by the Department for Communities, established to provide housing accommodation for those in need. South Ulster has a housing stock of just over 1,100 units comprising mainly of general needs accommodation. South Ulster also provides special needs accommodation that is jointly managed with our partners and care providers NIAMH and Praxis Care. South Ulster is a contributor to the Social Housing Development Programme and provided 113 homes to meet housing need in the year to 31 March 2017 representing an investment of over £14m.

To fund investment in new and existing homes South Ulster receives Housing Association Grant, raises finance from Private Funders and uses reserves generated from its rented properties. South Ulster is a registered charity, had a turnover of £6.5m in the year to March 2017 and is a not for profit organisation. With a focus on delivering Value for Money (VfM) South Ulster strives to drive and improve quality, efficiency, customer satisfaction and financial security whilst maintaining strong ethics and caring values.

Expenses

Board Members will be reimbursed for travel and subsistence costs when carrying out SUHA Board business.

Board Member Induction and support

All new Board Members will be offered induction and supporting material.

Finances

SUHA currently has an annual income in the region of just under £12 million. Further details on our financial accounting may be accessed through our Annual Reports

[Annual Report 2017](#)

[Annual Report 2016](#)

Our Vision

We know that being a great landlord is more than just providing the 'bricks and mortar' or providing a home to rent.

We perform a much wider range of functions to support our mission including roles as developer, employer, partner and advocate. To help us achieve our mission, therefore, we have developed the following vision for the future:

“To be more than just a landlord, to put our tenants’ voice at the heart of what we do and to deliver great homes and services, supporting communities and improving lives.”

Values

Our values are very important to us; they are our guiding principles driving what we do and how we work. They set standards that our customers can expect from us. They also help us to manage performance, recruit new staff and recognise and reward good work. Our values are what will help us to achieve our strategic objectives. They are as follows:

Caring: We care about our staff and tenants and will help and support them in achieving their goals.

Fair: We celebrate diversity and are committed to treating everyone fairly.

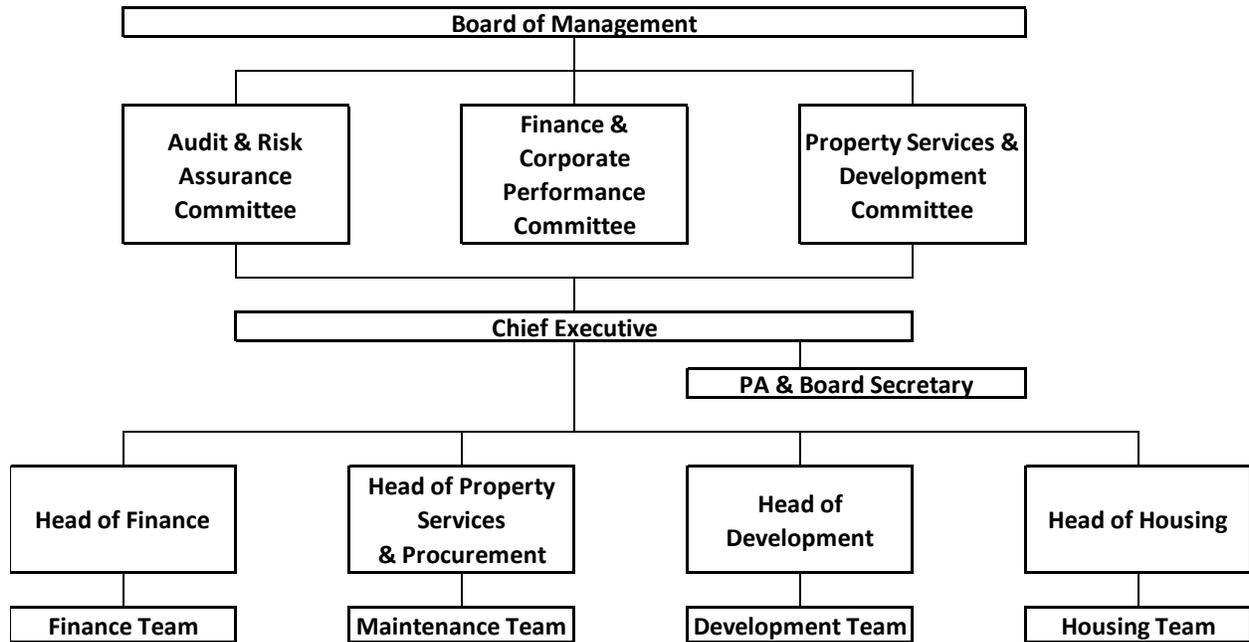
Honest: We are honest with ourselves and others and will keep our 'promises'.

Open: We are open with our staff, tenants and partners about what we do, how we work and our decision-making.

Professional: We demonstrate high standards of conduct and a 'can do' attitude – solving problems and continuously improving.

Respectful: We show others the respect we would wish to receive.

Organisational Structure



Current Board Members

Mr Colin McCusker, Chair

Mr Richard Redman, Vice Chair

Mr Alan Whitten, Hon. Secretary

Ms Faye Aiken

Mr Sam Bryans

Mrs Angela Clarke

Mrs Pauline Flynn

Mr James Haslam

Mr Rory McClelland

Mr John Nevin, OBE