



Board Members

Recruitment Information Pack

November 2023

Dear Applicant

Innisfree Housing Association – Board Members

Thank you for your interest in becoming a Board member of Innisfree Housing Association.

Our first ambition is to provide excellent homes and services to our residents. As a leading Irish charity, we also want to use our experience of providing housing services at a human scale and responding to the needs of the Irish community in London to influence practice across the housing sector.

Our performance and satisfaction levels are very high. We are steadily growing and aim to keep developing or acquiring new homes. You will enjoy the support and stimulation of committed, experienced and capable Board colleagues, and the opportunity to become part of a unique community of residents and professionals.

Innisfree is serious about equality, diversity and inclusion. We are losing two excellent women Board members and would also welcome applicants from across London's diverse backgrounds.

Nationally, people with disabilities are under-represented on housing association boards. We would welcome your perspective and will work with you to enable you to contribute to our success.

The departure of our two colleagues means we are looking for new Board members with at least one of these essential skills:

- **Housing, customers and communities:** customer services and insight; housing management; resident or user involvement; social impact and social value; tenancy sustainment. Experience of living or working in social housing will be very valuable
- **Finance and Audit:** Treasury and cashflow management; borrowing, covenants and the capital markets; accounting standards and statutory reporting, assurance and internal audit
- **Property and development:** achieving net zero; repairs and maintenance; strategic asset management; building safety compliance; building new homes.

Above all, we want a commitment to excellent outcomes for our residents and a sustainable future for our services.

Please read on to find out more about the great work Innisfree does, and how you might become part of it.

Thank you, and best of luck with your application!

Sean McLaughlin
Chair, Innisfree Housing Association

How to apply

To apply please:

- Provide an up-to-date CV which shows your full career history with any breaks explained – we recommend that this is no longer than three pages.
- Write a supporting statement detailing how you are a good candidate for this post and how you fulfil the requirements of the role – we recommend that this should be a maximum of around three pages.
- Complete the Recruitment Monitoring form.
- Indicate if you cannot attend the proposed interview date.

Please note that applications can only be considered if all the documentation is completed. However, it is not mandatory to complete the Recruitment Monitoring form. The information requested is for monitoring purposes in line with our commitment to equality and diversity and will not affect the outcome of your application.

Once complete, please send your application, in MS Word format, by email to governance@innisfree.org.uk

Applications must be received by Wednesday 3 January 2024 at 5.00pm

Please ensure that we have received your application. If you do not receive confirmation of receipt of your application from us within 24 hours of sending, please contact us again to make sure it has arrived. Also, please use a secure email address from which to send your application, as our system may filter out emails sent from unsecured sites. To avoid any last-minute IT issues, we encourage applications in advance of the deadline.

Thank you for your interest in these roles at Innisfree.



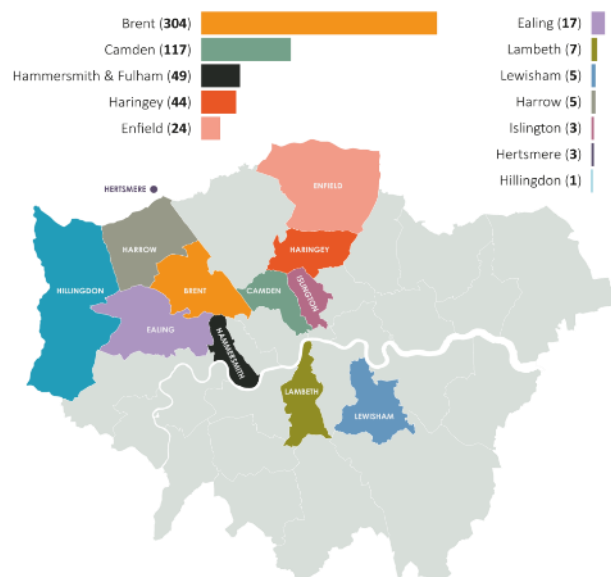
About Innisfree

Our history

Innisfree was established in 1985 on the back of the campaigning zeal of a small group of people who were driven to do something about the poor health and housing conditions of the local Irish community in Brent.

From the management of short-life housing in one borough, Innisfree has grown and now owns nearly 600 homes, mainly in North & West London. We provide family homes and a very successful scheme for Irish Elders. Over 50% of our tenants have an Irish background, though we let our homes to the very diverse population of Londoners with housing needs.

We currently operate across 12 London Boroughs.



Vision

As a leading Irish charity, we see the residents and communities for whom we provide homes and services enjoying healthy and fulfilling lives, involved in the wider community whilst keeping a positive sense of their particular identity.

Mission

Our mission is to provide housing for people and support them so that they can play an active part in their community. We speak up for the people we serve, including those who are new to their neighbourhood, drawing on the experiences of and celebrating our Irish roots.

Values

Personal we are customer focused, responsive and always thinking about the individual in our relationships and plans.

Progressive our ambition and enthusiasm, our commitment to growth and our courage drive us to work for what is 'right' not just popular.

Integrity is about doing things in the right way, being open and fair and treating everyone with respect, celebrating people's differences.

Quality signals excellence in all that we do, looking for value for money and ensuring we have the best governance arrangements and staff team.

Rooted describes our continued connection to our original mission in serving the Irish communities and that we are here for the long haul, cultivating the resources we look after.

Operations

Innisfree provide a very responsive and high quality service to our tenants.

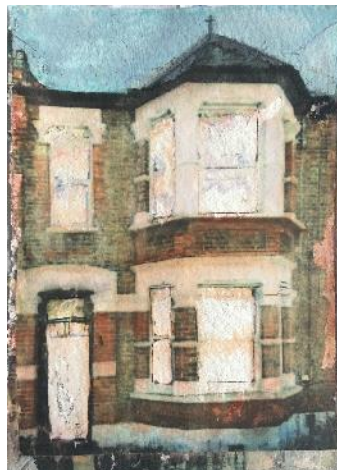
Our satisfaction ratings are high, with 88% of tenants satisfied with our service overall and satisfaction with repairs running at 96%.

We are developing new homes, with a project of 16 new homes just completed and two other schemes providing 13 new homes currently on site.

Our compliance with all landlord health and safety standards is very strong, with an Audit opinion of Substantial Assurance.

As part of a consortium of smaller landlords, we have secured resources through the Government's Social Housing Decarbonisation Fund to invest in improving the energy efficiency of our homes.

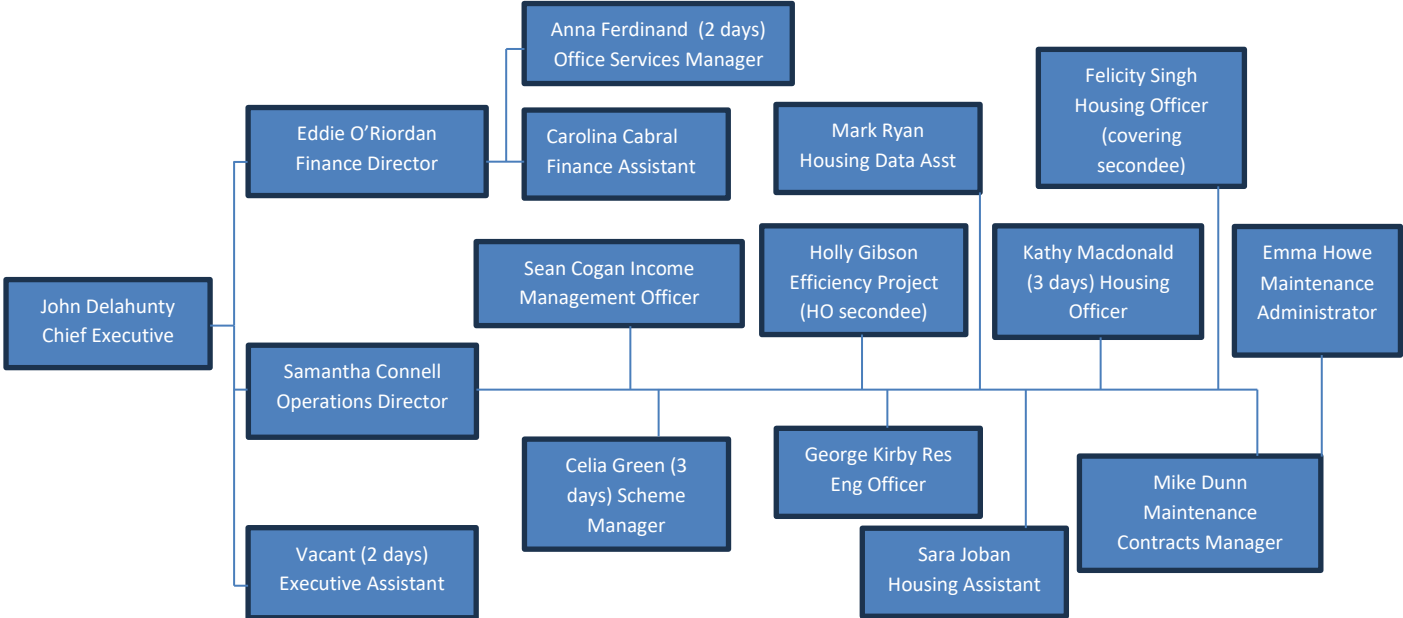
We are an Investors in People Silver employer.



Governance structure



Staff structure



Role profile

Responsibilities of Board Members

Role Description for a Board Member

Main Roles

1. To further the aims of Innisfree Housing Association ('the Association'), making sure it keeps within its charitable objectives.
2. Working with other Board members, to direct and control the affairs of the Association and to support staff.

Main Responsibilities

3. To take part in formulating and regularly reviewing the mission, strategic aims and values of the Association, making sure they remain valid and relevant.
4. Working with other Board members to ensure that the policies and practices of the Association are in keeping with its aims.
5. To monitor the performance of the Association, ensuring it is solvent and effectively run and holding the executive to account.
6. To ensure the views, needs, safety and aspirations of the Association's residents and other stakeholders are placed at the heart of the board's decision-making
7. Working with other Board members to ensure that the Association functions within the legal and financial requirements of a charitable Housing Association, complies with the Association's Rules, Governance Handbook, the NHF Code of Governance, the regulator's standards and strives to achieve best practice.

Main Obligations

8. Board members are expected to:
 - Uphold the values, aims and reputation of the Association.
 - Uphold the Association's core policies including those for equality, diversity and inclusion.
 - Contribute to and share collective responsibility for Board decisions acting always in the best interests of Innisfree Housing Association.
 - Reading papers for and attending meetings (or sending apologies when unable to do so). Board members are expected to attend at least 90% of meetings each year.
 - Attend and participate in an Induction Process when joining the Board.
 - Attend and participate in individual and whole-Board learning and development sessions and other events.
 - Attend and participate in reviews of their own and the Board's performance.
 - Represent the Association when required to stakeholders and partners.
 - Declare any relevant interests, taking all necessary steps to avoid any conflicts arising.
 - Respect the confidentiality of information received.
 - Uphold the Association's Code of Conduct, Governance Handbook and the National Housing Federation's Code of Governance.

Person Specification

Board Members will have an enthusiasm for the mission and values of Innisfree, working with the Chair, the Chief Executive and other board members to promote these both internally and externally within the sector.

They will have an understanding of the needs of Innisfree’s residents and the communities in which we work – this may be from their own experience – and a commitment to supporting the association to make a positive impact on our residents’ lives.

Board Members will support an effective working relationship between the executive and the Board, recognising the boundaries and being adept at giving direction and receiving guidance.

As a Board Member they will use excellent listening, communication, negotiating and influencing skills to promote effective debate and decision making by the Board.

They will respect the diverse views of Board members and the executive and support their consideration within the Board’s decision-making process.

Key qualities

- An inclusive approach and awareness of equality and diversity issues, with a strong commitment to equality.
- Values driven, leads by example the conduct expected of the Board.
- A commitment to Innisfree’s vision, mission and values. These are directly informed by our Irish roots which we use as a platform to support both Irish and other new communities.
- A commitment to a strong teamwork ethos.
- An understanding of the realities of working in a regulated sector.
- Ability to perform an ambassadorial role raising the organisation’s profile externally.
- Ability to think strategically, focusing on the bigger picture. Strategic experience is welcome, but not essential.
- Ability to analyse complex information, demonstrate clear thinking and decision making.
- An ability and a willingness to – where appropriate – constructively and supportively challenge assumptions, conclusions and recommendations.
- Excellent communication skills, including the ability to work with online board papers, etc.
- Relevant experience from inside or outside social housing, including “lived experience”.
- Willingness to become a member of the Audit and Risk Committee.



From our Board Skills Audit we have identified certain skills and experience that would complement those already around the Board table – recognising that applicants would not have all of these.

Finance and audit

- Treasury and cashflow management
- Borrowing, covenants and the capital markets
- Accounting standards and statutory reporting
- Assurance and internal audit

Housing, customers and communities

- Customer service/insight
- Housing management
- Resident/ user involvement
- Social impact and social value
- Tenancy sustainment/ benefits

Property and Development

- Repairs and maintenance
- Strategic asset management
- Compliance/ health and safety



Terms and Conditions

For information purposes only

1. Position

Board Member

2. Remuneration

Board Members receive a payment of £1500 p.a., paid monthly.

In addition, reasonable expenses will be covered.

3. Time commitment

We estimate that the combined time requirement for the role as a Board member is between 8 - 10 days per year, including the time commitment for at least one Committee role. These are not full days, and include time for preparing for meetings, as well as other ad hoc events.

There will be an induction programme for the newly appointed postholders to ensure that they can settle into their roles, and this will require some additional time commitment at the beginning of the appointment.

Innisfree are committed to ensuring that Board Members have access to further training and development, and the opportunity to attend conferences and other events as a representative of Innisfree.

4. Location

Board meetings are held at our office in West Hampstead, 190 Iverson Road London NW6 2HL. We very much prefer Board Members to attend in-person, but we do arrange for the meetings to be accessed virtually as well.

Our Committee meetings are virtual meetings.

We usually hold our annual Board Strategy event at a London venue, and often include an overnight stay, allowing for more social time to build our sense of team.

5. Support for Board Members

We want to be very inclusive in our Board in order to bring a wide diversity of thought to the discussions.

We are aware that people with disabilities are significantly underrepresented on Boards of housing associations. We will offer support to applicants to help them to fully engage with this recruitment process and, if appointed, to fully participate in the Board.

Recruitment timetable

A. Deadline for application submission – 3 January 2024

Applications must be received by 5pm on Wednesday 3 January 2024.

B. Shortlisting decision

The shortlisting decisions will be taken by 8 January 2024. Invitations for interview will be sent by email on 9 January 2024.

C. Interview – Wednesday 17 January at 190 Iverson Road

Short listed candidates will be invited to an interview, in person at our West Hampstead office, with Board Members from the Remuneration and Nominations Committee, supported by the Chief Executive.

D. Board meeting to approve selection

Selection will be confirmed at the Board meeting on 23 January 2024.

E. Offer made to successful candidates

An offer will be made after the Board meeting on 23 January 2024.



How to apply

Please submit your CV and a supporting statement, ensuring that you provide information in respect of all the following key areas:

CV (max 3 pages):

1. Contact details
2. Qualifications/Education
3. Employment history
4. Two referees

Supporting Statement (max 3 pages):

5. Experience / knowledge / skills - in relation to the role
6. How you fulfil the requirements for undertaking the role
7. Reasons for applying

Please indicate if you cannot attend any of the proposed interview dates.

All applications must be submitted by email to governance@innisfree.org.uk

Completed applications must be received **by Wednesday 3 January 2024 at 5.00pm.**

All candidates are also asked to complete a **Recruitment Monitoring Form** (see attached or at www.innisfree.org.uk/about-us/working-with-us)



Meeting dates and times

Innisfree Housing Association Board Meeting Dates 2024	
Meeting date	Online/hybrid/in person
23 January 2024	In person
12 March 2024	In person
14 May 2024	In person
16 July 2024	In person
10 September 2024 [inc AGM]	In person
22 October 2024	In person
16-17 November 2024 [Strategy Day]	In person
3 December 2024	In person
Audit and Risk Committee Meeting Dates 2024	
Meeting date	Online/hybrid/in person
13 February 2024	Online
25 June 2024	Online
8 October 2024	Online
Remuneration and Nominations Committee Meeting Dates 2024	
Meeting date	Online/hybrid/in person
20 February 2024	Online
18 June 2024	Online
5 November 2024	Online
Development Committee Meeting Dates 2024	
Meeting date	Online/hybrid/in person
Tbc February 2024	Online
Tbc June 2024	Online
Tbc September 2024	Online
Board appraisals 2023	
May 2024	

