

**Role description Board member (Human Resources or Housing Management)**

Accountable to: Chair of the Board

**Role:**

To contribute to the strategic direction, development and performance monitoring of Peter Bedford Housing Association through active involvement in the Board.

**Tasks:**

1. To attend Board meetings which are held five times a year, including the Tenant forum Board meeting and the Annual General Meeting of the Association.
2. Read the Board papers and agenda which are sent out in advance and come to the meeting prepared to contribute to discussions.
3. Get involved in at least one of the sub-committees of the Board or a project throughout the year. Become acquainted with the main policies of the organisation and actively support the implementation and development of these policies. Visit a named team and provide advice and support reporting back to the Board.
4. Attend relevant training and planning days.
5. Encourage and support tenant and participant involvement in the Board, sub committees and the Peter Bedford forum.
6. Support the Chief Executive and staff in their day to day running of the organisation.

**Conditions:**

Board meetings are held in the early evening or weekend in at the Association’s offices in Kingsland Road, Hackney.

Board members receiving PBHA services are expected to adhere to any agreement between PBHA and themselves e.g. a tenancy agreement.

The position is a voluntary one and no payment can be made to Board members except that of travel, and childcare and other out of pocket expenses can be reimbursed.

The Association has a commitment to training its Board members. A short induction programme will be organised and ongoing support and training is available.

**Experience:**

1. Substantial experience of one or more of the following (**bold indicates Human Resources or Housing Management requirements)**:

* Understanding the needs of and challenges faced by people with learning difficulties, mental health problems, substance abuse problems or the homeless (lived experience).
* **Supported housing.**
* **Appropriately meeting the needs and aspirations of black and minority ethnic groups.**
* **Housing management within the voluntary sector.**
* Property development and/or maintenance.
* Training, especially for disadvantaged people.
* Provision of work experience or employment support services including through social enterprise.
* Fundraising from statutory or charitable sources.
* Financial control and funding systems, particularly in housing or charity sector.
* **Human Resources and People management.**
* Information Technology.

**Skills/knowledge**

1. Good verbal communication skills
2. An understanding of the issues involved in managing people, services and resources in a social care environment.
3. An understanding of the locality of North East London, ideally Hackney or Islington.

**Commitment**

1. Commitment to the provision of high quality services for people with support needs.
2. Commitment to diversity, equal opportunities and improving the lot of disadvantaged groups.
3. Commitment to tenant involvement in the planning and running of services.

**Time commitment**

Board members will need to be able to attend meetings in the early evening on about 5 occasions each year, including an annual away day on a Saturday. Involvement in sub committees or task groups is also expected. They will need to read papers before each meeting and undertake occasional one off or short term tasks in addition, usually at times to suit the member concerned.