



TWO SAINTS

Chair recruitment





Dear applicant

Chair recruitment

Thank you for your interest in this rewarding opportunity to join Two Saints as their new chair. I enclose the information that you'll find helpful to find out more about Two Saints and the role of chair, together with the requirements for completing your application. If you decide to apply you'll need to:

- Provide an up-to-date CV that includes your contact details, education and vocational qualifications, any memberships of professional bodies, relevant career history including any current or past non-executive experience
- Write a brief supporting statement setting out why you're applying, drawing out of your CV any relevant experience that equips you for the role and why think you might be the best candidate. The information in your statement and the way in which it's presented will form a key part of the shortlisting process
- Provide the names of two professional referees (we'll only contact them if you're successful)
- Let us know if you cannot make the published interview date.

Once complete, please send your application (preferably in MS Word format) by email to Sue Manning at talent@forestr.co.uk

It's your responsibility to ensure we receive your application. We acknowledge all applications, so if you don't receive confirmation of receipt within two days of sending, please call Heather on 07779 629455 to ensure it's arrived safely. Please use a secure email address from which to send your application, as our system may filter out emails if it believes them to have been sent from unsecured sites. In order to avoid last minute IT issues, we also suggest you allow yourself ample time to submit your application in advance of the deadline.

Applications must be received by noon on **Wednesday 16th January 2019**. Details of the key dates for the recruitment process can be found on page 9 of this information pack.

Please call me on 07939 269612 if you wish to have an informal discussion about the role or if you have any questions and I'll be delighted to speak to you.

Kind regards

Sue Manning
Director
Forest HR

Contents page



| About the opportunity | Page |
|---|------|
| Welcome letter from the chief executive | 4 |
| About Two Saints | 5 |
| Role profile and person specification | 7 |
| Key terms and conditions | 8 |
| Outline process and key dates | 9 |
| A full copy of this job information pack can be downloaded from both: https://www.twosaints.org.uk/chair-recruitment/ and www.foresthr.co.uk/recruitment/ | |

Welcome letter



Dear applicant

The recruitment of our new chair

Thank you for taking the time to find out more about this exciting and influential role, which is becoming available due to our current chair, Andrew Cobb, standing down in September after having served nine years on our board.

Being the chair of an organisation like ours can be demanding, but also extremely rewarding and enjoyable. We're a housing association who's mission is to significantly improve the lives of those who are homeless, vulnerable or in need of support by providing high quality, effective and reliable housing, support and learning services.

These are challenging times for our sector - but we like a challenge and are determined to remain financially strong and grow, so we can continue to support our clients to give them the opportunity to build a brighter future.

This is an exciting time for us, as in 2019 we'll be starting work on developing our strategy for the next three years and we'll need our newly appointed chair to take a leading role in this.

We're looking for an individual that is able to demonstrate the commitment and interest in our work and with strong governance skills and experience, to lead our board, which is passionate about our work.

We're planning on the successful candidate being co-opted onto our board before their away day on Thursday 13 June, when they'll be starting the review of our strategy.

If you're interested in joining us and helping to shape our future, then we look forward to receiving an application from you.

Steve Benson
Chief Executive

About Two Saints



Two Saints is a 'Registered Provider' (a housing association), which means we're registered with and regulated by the Regulator of Social Housing. We're also a 'Community Benefit Society', which means we're also registered with and regulated by the Financial Conduct Authority.

While we're a housing association, we're predominantly a provider of support to homeless and vulnerable people. We operate in Berkshire, Hampshire (including Portsmouth and Southampton), on the Isle of Wight and in West Sussex. We have a turnover of £10 million a year and no debt, with reserves of £3 million. We're a 'not for profit' organisation, which means the surpluses we make are all re-invested into providing services for vulnerable people and we employ approximately 200 people. We own approximately 500 bed spaces in 20 buildings and have a development strategy focused on trying to own most of the buildings we provide services from.

Our vision is to give people who are homeless, vulnerable or in need of support, the opportunity to build a brighter future.

Our mission is to significantly improve the lives of those who are homeless, vulnerable or in need of support by providing high quality, effective and reliable housing, support and learning services.

Our values are:

- giving our clients choice and control
- openness, honesty and respect
- equality and diversity
- quality, efficiency and value for money.

Our context

The political and social context we operate in is shaped by both central and local government policies. We work alongside local councils, health service providers and other agencies. In addition to our employees, we also have volunteers and peer mentors contributing to our services.

Our agenda is dominated by working in a period of austerity, with reductions in our rent income, public expenditure and the reform of welfare benefits. Despite these difficult circumstances there are still opportunities for organisations like ours to develop services that are targeted, preventative and offer value for money, so this is a focus of our strategy.

Homelessness is increasing as pressure on incomes and welfare benefits increases and the housing market does not offer sufficient affordable accommodation. Our clients are often socially excluded and have complex needs with chaotic lives. They may have been affected by family breakdown, educational failure, debt, addiction and worklessness. As a result it can be difficult for them to find and keep suitable accommodation or employment.

Our culture

We have developed a culture that's characterised by:

- high quality affordable services that are personalised and meet the needs of clients
- psychologically informed environments
- client empowerment in all aspects of services, including opportunities for client challenge, scrutiny and feedback, leading to service improvement
- recruiting excellent staff and volunteers, developing skills and rewarding people for their positive contribution
- strong leadership by our board, senior management team and managers
- excellent governance through a strong and experienced board who give clear strategic direction and scrutinise financial and performance outcomes
- effective risk management to ensure our business is sustainable with a strong reputation
- strong performance management, ensuring high performance from our staff at all times, to ensure we deliver the standards and outcomes required by our commissioners
- an ethos of openness, consistency, efficiency and value for money across the organisation.

Chair: Role profile & person specification



The post holder will offer a strong commitment to our vision and values and have sufficient time available to perform the role to a high standard. The following information is a summary of the requirements of the role.

Overall purpose

- Lead the board in developing, agreeing and ensuring the delivery of the strategic direction of Two Saints in line with our values and strategic objectives
- Ensure that we achieve and maintain high standards of governance.

Main responsibilities

1. Lead the board and conduct all meetings in a timely, professional and effective manner ensuring that views are sought, appropriate decisions are made and any decisions delegated to the chair are taken with appropriate consideration.
2. Ensure the board, and its committees operate in line with standing orders, delegated authority and regulatory requirements and we meet high standards of governance and best practice.
3. Manage the agreed operation of the board taking account of the processes for appointments, induction, attendance, input, performance management, succession planning and appraisals.
4. Ensure that proper arrangements are in place to support the appointment, setting of targets and performance management of the chief executive and, in turn, to support the chief executive with their overall management of the senior management team.
5. Ensure the board is kept fully informed on relevant matters and, where appropriate, that professional advice is sought, either from its executive staff or external sources.

Qualities, skills and experience required

- Governance – Experience of working with boards and ideally having been a non-executive
- Chairing – Skills and experience of chairing effective meetings at non-executive and/or executive level
- Leadership – The gravitas, skills and experience to lead a board, provide guidance and support to the chief executive and be an ambassador
- Personal – The qualities that communicate the interest, enthusiasm, commitment and awareness of our sector and our purpose, vision, values and objectives.

Key terms and conditions
(For information purposes only)



| | |
|-----------------------------|--|
| Appointment | The initial term of this post is for a three year appointment. A subsequent term may be made at the expiration of the first. Generally, the continuous period of service will not exceed six years, although, on an exceptional basis, the board may decide to make annual reappointments for up to a further three years. |
| Probation | A period of six months' probation will apply. |
| Personal development | <p>To enable the proper fulfillment of the post we'll encourage and provide opportunities for the post holder to develop and expand their knowledge and skills.</p> <p>Post holders are expected to demonstrate a commitment to continuous personal development.</p> |
| Fees | <p>The post holder will receive £6,000 a year.</p> <p>Board fees are paid in twelve equal monthly payments and credited to the post holder's bank account. In addition, Board members may claim reasonable out of pocket expenses, as outlined in the section below.</p> |
| Travel | <p>Travel costs to and from our offices is non-reimbursable, but reasonable expenses will be paid for travel to training courses and conferences approved by us in advance.</p> <p>Board members may claim car mileage at the prevailing HMRC rate.</p> <p>We'll meet claims for car parking fees if free parking is not available when attending external events on our behalf.</p> |

Outline process and key dates



| | |
|----------------------------|---|
| How to apply: | <p>Information pack available from either: https://www.twosaints.org.uk/chair-recruitment/ www.foresthr.co.uk/recruitment/</p> <p>Apply by providing a CV and brief supporting statement.</p> <p>Send to talent@foresthr.co.uk</p> |
| Closing date: | Noon on Wednesday 16 January 2019. |
| Interviews: | Friday 22 March 2019. |
| Board meeting: | <p>The Board will be invited to approve the appointment of the preferred candidate at its next meeting on 14 May 2019.</p> <p>The appointee will be invited to attend this meeting.</p> <p>The other board meetings in 2019 are on:</p> <ul style="list-style-type: none">• Tuesday 20 August• Tuesday 5 November <p>They will all be held at 6pm at the Holiday Inn in Eastleigh.</p> |
| Board strategy day: | <p>The appointee will be invited to attend the board strategy day on Thursday 13 June 2019.</p> <p>There will also be a board strategy day on Thursday 5 December 2019.</p> |