

## Role Profile

<b>Job Title:</b>	Trainee Board Member
<b>Reporting to:</b>	Chair of Board
<b>Role Profile reviewed:</b>	May 2025
<b>Approved by:</b>	Company Secretary

### Role purpose

As a Trainee Board Member, you will attend various Eastlight Board and Committee meetings, allowing you to observe and shadow the role of a full Board Member, while ensuring the customer voice is effectively represented. This role provides valuable insight into the duties and operations of a Board within a social housing provider.

This role is a unique opportunity to learn in a real-time Board environment, gain knowledge from experienced Board members with diverse backgrounds, and prepare for a future full-time Board position.

You will also be expected to uphold and promote Eastlight's core policies, purpose, values and objectives, including a strong commitment to equality, diversity and inclusion.

### Key strategic responsibilities

- **Strategic direction:** Contribute to the development and implementation of Eastlight's Corporate Strategy, ensuring alignment with its values and principles
- **Governance:** Uphold and promote good governance practices, adhering to the principles outlined in the Governance Framework, as well as regulatory and statutory requirements
- **Risk management:** Participate in the identification, assessment and monitoring of risks to Eastlight, ensuring mitigation strategies are in place
- **Stakeholder engagement:** Engage with stakeholders, including other residents, community members and partner organisations, to form positive relationships and represent Eastlight's interests
- **Performance monitoring:** Monitor Eastlight's performance against strategic objectives, key performance indicators (KPIs) and regulatory requirements.

### Key functional responsibilities

- **Professional development:** Participate in the Trainee Board Member programme organised by Eastlight. Provide feedback and assist with reviewing and improving the programme where required. Take part in mentoring sessions with experienced Board Members to gain insights into Board leadership and management.
- **Attendance and participation:** Observe Committee meetings on a rotational basis. This will also require you to read the agenda packs in advance to prepare, participate in discussions and challenge viewpoints, when necessary, to ensure thorough consideration of all perspectives
- **Compliance:** To ensure compliance with Eastlight's adopted Code of Governance (NHF Governance Code 2020) and NHF Code of Conduct 2022, Governance Framework, Financial Regulations and organisational policies

- **Customer voice:** Act as a representative for residents, bringing forward issues, concerns and ideas to the Board for discussion
- **Relationship building:** Develop positive relationships with other Board and Committee Members across Eastlight and with the Executive Management Team to enable effective governance and decision making.

### Term of office

This position is fixed term for **two years**, subject to Eastlight's annual review and appraisal process.

Please note there is no automatic progression to any Board vacancy, but you can apply should a vacancy arise, and will be supported to do so.

### Person Specification

#### Education and qualifications

- No specific education or qualifications are required for this role.

#### Experience, knowledge and skills

##### Essential

For this Trainee Board Member role, you must have the following experience:

- Currently live in a social home, or have previously (Eastlight residents, shared owners or leaseholders are strongly encouraged to apply)
- Have a good understanding of our communities, including what they need and want
- Previously helped local neighbourhoods to thrive, knowing how to create a sense of community – for example, organising events, completing surveys or leading resident groups or networks.

##### Desirable

While not essential, you might also have experience in:

- Leading groups of people to deliver common goals
- Working knowledge of at least one of the following areas:
  - Data/cyber security/IT
  - Artificial intelligence (AI)
  - Business strategy
  - Business transformation.

#### Personal attributes

- Applies specialist knowledge appropriately
- Applies critical thinking and judgement to evaluate proposed courses of action
- Continuous learning mindset, with a willingness to stay updated on sector trends and best practices through ongoing professional development
- Listens to and respects different viewpoints, appreciating the need to reach consensus based on compromise

	<ul style="list-style-type: none"> <li>• Able to work as a member of a team, acting and thinking corporately with a collaborative style that engages at all levels and promotes positive relationships throughout Eastlight and its partners</li> <li>• Personal integrity and professional credibility</li> <li>• Ready to represent and positively promote Eastlight.</li> </ul>
<b>Time commitment</b>	<p>We expect our Trainee Board Members to spend around approximately two days per month on Eastlight work. This includes:</p> <ul style="list-style-type: none"> <li>• <b>Four Board meetings a year:</b> Each meeting lasts up to three hours, and these are a mix of online and in person. Members are expected to be present and engaged in the meeting, without distractions</li> <li>• <b>Two ‘aways days’ a year:</b> These typically happen in November off-site and are overnight</li> <li>• <b>Two half-day strategy days:</b> These are the same day as a Board meeting, in-person at our Head Office in Braintree</li> <li>• <b>Preparing for meetings:</b> Two to four hours prior to the meeting (online)</li> <li>• <b>Training:</b> Mandatory and development training (usually online)</li> <li>• <b>Observe one Committee meeting a quarter:</b> Members will be required to read the pack in advance (this can take a few hours) and attend the two-hour Committee meeting as part of their development plan.</li> </ul>