



Join us as a

# Board Member!

Do you want to help shape an ambitious, resident-led housing association, including its homes and communities, for the better?

If you answered 'yes', then a Board Member role at Eastlight is for you!

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“Hello

I’m Hattie, the Chair of  
Eastlight Community  
Homes’ Board.

We’re looking for a passionate  
individual who is familiar with the  
social housing landscape and wants  
to help us be an even better landlord.

**Does this sound like you?  
Keep on reading!**

# We are Eastlight

**Eastlight Community Homes is a housing association that owns 14,500 homes across the East of England. We are a not-for-profit organisation, which means we put every £1 we receive from our residents back into the services and homes we provide – like homes for social rent, affordable rent and shared ownership.**

We were born in July 2020, and since then, our Board Members have worked hard to ensure Eastlight developed into the robust and forward-thinking landlord it is today, alongside our 500-strong, dedicated colleagues who put our residents at the centre of every decision they make.

By working with housebuilders, local government and public bodies, our organisation helps to deliver homes to the areas they are needed most; by doing so, we are proud to have built thousands of new, affordable and sustainable homes across Essex and the East.

We are also focused on improving the safety and security of our existing homes and communities to make sure our residents have a place they feel proud to live.

As a 'resident-led' organisation, we are honoured to have eight Eastlight residents who serve on our Board and Committees, including our Customer Influence Committee. They help us to make good, resident-centric decisions so that we can continually improve our services.

Our members also ensure that Eastlight follows rules and regulations, listens to residents' views and acts upon them, and that we develop a greater understanding of what our customers need to feel happy in their homes and communities.

To achieve our big plans for the next three years, we need people who can lean on their vast experience – to help Eastlight fulfil its purpose and remain fit for the future. This will help our Board to continue to ask the right questions, adapt in the right ways and provide the homes and services our residents really need.

We are Eastlight, and we want you to join us to build a brighter future!"

Kind regards,

*Hattie Llewelyn-Davies*

**Hattie Llewelyn-Davies**

Chair of the Board



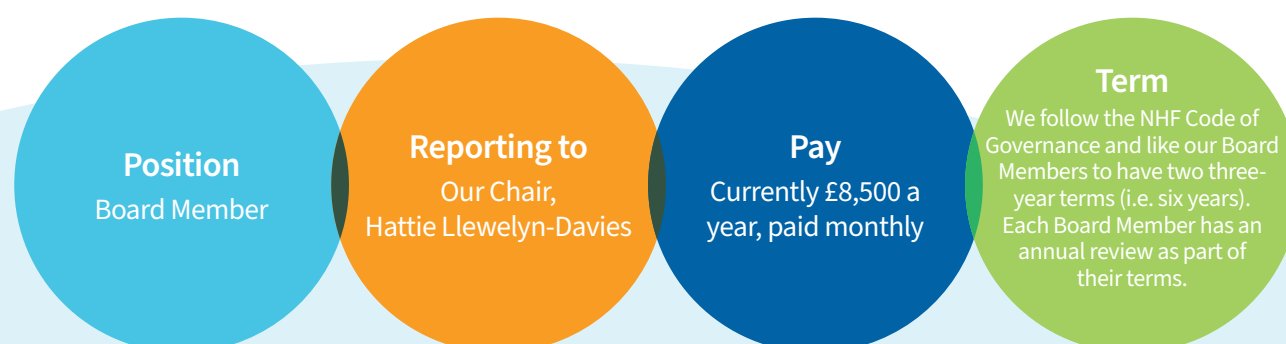
# What will you be doing?

As a Board Member, you will collaborate and work with other Board Members to make important decisions, demonstrating our values and helping to guide the future of Eastlight.

We expect each of our Board Members to sit on up to two committees in addition to their Board commitments.

Committee appointments are determined on skills and experience. However, we are hoping to appoint one of the successful candidates to our Audit & Risk Committee, and the other to our Governance & People Committee.

We are looking for people who care about good leadership and want to make positive changes for our residents.



## What you will do as a Board Member:

While you will deliver the following activities as a Board Member, you are not required to have experience of all responsibilities to apply for this role. You will be supported to carry out your duties effectively.

**Committee Membership:** As part of your role as Board Member, we expect you to sit on up to two of our Board Committees. This will be assigned depending on your skills, and the needs of each Committee.

**Help Plan our Future:** Work on Eastlight's big strategic plans, making sure they fit with our values and priorities.

**Good Leadership:** Make sure we have good rules and follow them, sticking to key guidelines when making important decisions. You'll also represent Eastlight in a positive and ethical way, using your skills and experiences to help others.

**Watch for Problems:** Find and monitor any risks to Eastlight and make plans to reduce them, while balancing our ethical, social, environmental and financial responsibilities.

**Oversee our Budgets:** Keep track of Eastlight's spending, approving plans and budgets, and make sure we use our money wisely.

**Talk to People:** Connect with residents, community members, partners and other Board Members to build good relationships and represent Eastlight well. You'll also take part in discussions and challenge others with respect.

**Develop & Follow our Rules:** Help to review and improve our policies, while committing to best practice – for example, acting in line with the National Housing Federation's Code of Governance 2020 and Code of Conduct 2022.

**Be Fair:** Commit to showing empathy and promoting equity and inclusion. You'll be driven and determined to change our diverse communities for the better.

**Support Growth:** Help Eastlight to grow and improve, including planning for the future. You'll also focus on your own development too, and you will be open to receiving training and other opportunities to help you thrive in your role.

# Who are we looking for?

We are looking for people who are passionate about co-design, the importance of resident voice and enhancing how we operate within an ever-evolving financial and regulatory landscape.

Ideally, you will also have a strong finance and business background, and knowledge of the challenges facing the social housing sector and our diverse residents to help shape our strategies and forward direction to deliver the kinds of high-quality homes and services our residents need now and in the future.

We value the importance of having different voices, experiences, perspectives and backgrounds in the Boardroom. Therefore, we strongly encourage applications from underrepresented groups and communities to apply.

The attached job description outlines the skills and experience we are keen to add to our Board.

## When and where will you work?

Board Member roles are a mix of online and in-person commitments. Usually, the in-person meetings are at our main office in Braintree, however, some engagements, such as stock tours, are off-site.

Usually, we find that our Board and Committee Members spend around three days a month (or 36 days per year) on Eastlight business. This takes the form of preparing and attending meetings, out and about days, in-person strategy sessions, and ad-hoc Board and Committee business.

Members often find that the time commitment is greater during induction, whilst they familiarise themselves with Eastlight, so it may initially be more than three days a month to start.

Our Board Meetings can be in-person or online using Microsoft Teams, depending on the agenda. Our Committee Meetings are usually online, unless we say otherwise.

You will receive all the equipment and tools needed to do your job, such as a laptop and headset, as well as training on how to use these effectively. If you need additional support, appliances or hardware, or other such training, then please let us know.



Visit <https://careers.eastlighthomes.co.uk/search>.

Please also include what Committee you are most interested in applying for, or if you wish to apply for both.

See page 11 for more details.

# The Board

Our Board sets the strategic direction and ensures our business is run properly.



**Chair**  
Hattie Llewelyn-Davies



**Board Member**  
**F&T Chair (SID\*)**  
Simon Jones



**Board Member**  
**ARC Chair**  
Cha Patel



**Board Member**  
**CIC Chair**  
Catherine Turner



**Board Member**  
**G&P Chair**  
Kay Vowles



**Board Member**  
**DAM Chair**  
Mike Johnson



**Board Member**  
David Russell



**Board Member**  
Chris Cheshire



**Board Member**  
Gail Shadlock



**Board Member**  
Amandeep Kalra



**Trainee Board Member**  
Steve Bentall



# How do our Board & Committees operate?

<b>Board</b>	The Board has overall control and manages the big decisions we make at Eastlight. Board Members keep track of how well we are doing, ensure we follow rules and regulations, manage calculated risks, and make sure we have enough resources to meet our obligations.
<b>Customer Influence Committee (CIC)</b>	The CIC makes sure residents can share their ideas and help make key decisions, including important plans and activities that affect them and our resident-base.
<b>Audit &amp; Risk Committee (ARC)</b>	ARC ensures we have good systems, structures and frameworks in place, which allow us to meet our legal, statutory and regulatory duties, and remain effective.
<b>Development &amp; Asset Management Committee (DAM)</b>	DAM looks after new projects, like buying land, building and improving homes and communities. It also makes sure we are eco-friendly and can meet Net Zero Carbon by 2050.
<b>Governance &amp; People Committee (G&amp;P)</b>	G&P helps the Board with hiring and retaining skilled employees, overseeing pay and reward, and making sure we follow good governance practices. They also look after our People Strategy and key policies like Safeguarding and Equity, Diversity & Inclusion.
<b>Finance &amp; Treasury Committee (F&amp;T)</b>	F&T looks after our money plans and makes sure we stay financially healthy. They also oversee our Treasury Strategy and handle money transactions for the Board.



“We’ve got exciting work coming up”

**Catherine Turner,**  
Board Member and Customer  
Influence Committee (CIC) Chair

# What does the next year look like?

## Board Committee Timetable (April 2025 – March 2026)

Q1			
	APR 25	MAY 25	JUN 25
M			
Tu	1		
W	2		
Th	3	1	
F	4	2	
Sa	5	3	
Su	6	4	1
M	7	5 Bank Holiday	2
Tu	8	6 DAM	3
W	9	7	4
Th	10	8 F&TC	5
F	11	9	6
Sa	12	10	7
Su	13	11	8
M	14	12	9
Tu	15	13	10
W	16	14	11
Th	17	15	12
F	18 Bank Holiday	16	13
Sa	19	17	14
Su	20	18	15
M	21 Bank Holiday	19	16
Tu	22	20 Board (in-person) Board & Strategy (all)	17
W	23 G&P	21	18
Th	24 CIC	22	19
F	25	23	20
Sa	26	24	21
Su	27	25	22
M	28	26 Bank Holiday	23
Tu	29 ARC	27	24
W	30	28	25
Th		29	26
F		30	27
Sa		31	28
Su			29
M			30
Tu			

Q2			
	JUL 25	AUG 25	SEP 25
		Holidays No meetings	
M			1
Tu	1		2
W	2		3
Th	3		4 F&TC
F	4	1	5
Sa	5	2	6
Su	6	3	7
M	7	4	8
Tu	8 G&P	5	9
W	9	6	10
Th	10 CIC	7	11
F	11	8	12
Sa	12	9	13
Su	13	10	14
M	14	11	15
Tu	15 DAM	12	16
W	16 Icen/Emerald	13	17
Th	17 ARC (year end)	14	18
F	18	15	19
Sa	19	16	20
Su	20	17	21
M	21	18	22
Tu	22	19	23
W	23	20	24
Th	24	21	25 AGM
F	25	22	26
Sa	26	23	27
Su	27	24	28
M	28	25 Bank Holiday	29
Tu	29 Board (in-person) Out and About (all)	26	30 Board (in-person) Board & Strategy (all)
W	30	27	
Th	31	28	
F		29	
Sa		30	
Su		31	
M			
Tu			

Key: ● Board Meeting – virtual or in-person    ● ARC – virtual    ● CIC – virtual    ● AGM  
 ● Board Away Day – in-person    ● DAM – virtual    ● F&T – virtual    ● School Holidays  
 ● G&P – virtual    ● Emerald / Iceni Board

Q3			
	OCT 25	NOV 25	DEC 25
			Christmas in H2
M			1
Tu			2
W	1		3
Th	2		4
F	3		5
Sa	4	1	6
Su	5	2	7
M	6	3	8
Tu	7	4 G&P	9
W	8	5	10
Th	9	6 ARC	11
F	10	7	12
Sa	11	8	13
Su	12	9	14
M	13	10	15
Tu	14	11 F&TC	16
W	15	12	17
Th	16	13	18
F	17	14	19
Sa	18	15	20
Su	19	16	21
M	20	17	22
Tu	21 CIC	18	23
W	22	19	24
Th	23 DAM	20	25 Bank Holiday
F	24	21	26 Bank Holiday
Sa	25	22	27
Su	26	23	28
M	27	24 Board Away Day (channels)	29
Tu	28	25 Board Away Day (channels)	30
W	29	26	31
Th	30	27	
F	31	28	
Sa		29	
Su		30	
M			
Tu			

Q4			
	JAN 26	FEB 26	MAR 26
M			
Tu			
W			
Th	1 Bank Holiday		
F	2		
Sa	3		
Su	4	1	1
M	5	2	2
Tu	6	3 ARC	3
W	7	4	4
Th	8	5	5
F	9	6 DAM	6
Sa	10	7	7
Su	11	8	8
M	12	9	9
Tu	13	10 F&T	10
W	14	11	11
Th	15	12	12
F	16	13	13
Sa	17	14	14
Su	18	15	15
M	19	16	16
Tu	20	17	17
W	21	18	18
Th	22	19	19
F	23	20	20
Sa	24	21	21
Su	25	22	22
M	26	23	23
Tu	27 G&P	24 Board (virtual) (inc budget)	24
W	28	25	25
Th	29 CIC	26	26
F	30	27	27
Sa	31	28	28
Su			29
M			30
Tu			31

# Equity, Diversity & Inclusion

**At Eastlight, we believe everyone should feel included and valued. This means we celebrate different backgrounds, experiences and abilities.**

Every person at Eastlight, including Board and Committee Members, helps us create a welcoming and fair environment, and we work hard to stop any negative behaviour like racism and discrimination in our organisation and in our communities.

## What we do to be inclusive:

**Learning & Improvement:** We collect information about our workers to understand how to make things fairer. We work with other housing groups, like the National Housing Federation, to find and fix gaps in equality.

**Training:** We train our managers and have special hiring campaigns to bring in diverse talents.

**Pay Fairness:** We look at our pay data to make sure everyone is paid fairly, and we share our pay gap figures annually.

**Employee Groups:** We have internal employee groups where staff can share their ideas and help make key decisions.

**Better Services:** We regularly update our information to know how different customers want and are able to use our services.

**Accessible Homes:** We work with local authorities to make sure our homes can be adjusted for people with different needs. We treat all housing applicants equitably.

**Policy Checks:** We review all our policies frequently to ensure they are fair and make improvements as and when needed.

**Special Partnerships:** We are the housing sector lead and a Founding Partner of disability organisation Purple, and our joint work with Essex Cares Limited (ECL) helps us to hire people with different cognitive abilities.

**Disability Confident Leader:** Because of our work, we have reached the highest level in the UK Government's Disability Confident Employer scheme.

## Join us!

We welcome applications from everyone. We also encourage applications from Eastlight residents, or from those who currently or have previously lived in social housing, who can draw upon their lived experiences.

We also understand and value the importance of having different voices and personal backgrounds in the Boardroom. Therefore, we strongly encourage applications from underrepresented groups and communities to apply for this role.

If you need help with your application or want to apply in a different way, such as by video, then please contact us at **[recruitment@eastlighthomes.co.uk](mailto:recruitment@eastlighthomes.co.uk)**



# How do I apply?

Application close date:	9 February 2025
Interview dates:	24 February and 3 March 2025 (in-person at our Braintree office)

## Apply Now

Visit <https://careers.eastlighthomes.co.uk/search>.

Please log in or create an account to begin your job application. If you're unable to do this, then you can speak to us by contacting Head of People & Organisational Development, Trevor Chittock, on **07977947630**.

Please submit a CV and covering letter, sharing your experience and the Committee you are most interested in applying for, or if you wish to apply for both. You will also need to complete a declaration of interest form as part of the application process.

If you can't complete the application online, then there are other ways to complete your application, including by video or interactive PDF. You can also send us your application to us via post.

Please contact us if you'd prefer an alternative way to complete your application, or if you would like additional information and support, by emailing [recruitment@eastlighthomes.co.uk](mailto:recruitment@eastlighthomes.co.uk).

## Contact Us

For a confidential discussion about the position or for more information, please contact Company Secretary, Harriet Rushton, at [Harriet.Rushton@eastlighthomes.co.uk](mailto:Harriet.Rushton@eastlighthomes.co.uk).

Alternatively, please contact [Governance@eastlighthomes.co.uk](mailto:Governance@eastlighthomes.co.uk) for any other general queries, or via our contact information on the back page.



Eastlight residents,  
Abaida (left) and  
Joy (right).

**Eastlight Community Homes**

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eastlighthomes



eastlighthomes



@eastlighthomes



eastlight-community-homes-

Eastlight Community Homes Limited is incorporated as a Registered Society under the Co-operative and Community Benefit Societies Act 2014. Registered no. 30124R. Eastlight is also registered with the Regulator of Social Housing in England (RSH), in accordance with the Housing and Regeneration Act 2008. Registered no. L4499.



If you need help with your application or want to apply in a different way, such as by video, then please contact us at **[recruitment@eastlighthomes.co.uk](mailto:recruitment@eastlighthomes.co.uk)**.