

Board Member: Job Description & Role Profile



As key decision-makers, our Board Members play a vital role in upholding our values, ensuring compliance and helping to shape the strategic direction of Eastlight. We are seeking individuals with a passion for good governance, co-design, a commitment to excellence and a desire to drive positive change.

Position: Board Member, reporting to our Chair, Hattie Llewelyn-Davies

Pay: Currently £8,500 a year, paid monthly

Term: We follow the NHF Code of Governance and like our Board Members to have two three-year terms (i.e. six years). Each Board Member will have an annual review.

How to apply

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

See page 11 of our Board Member Recruitment Pack for more details.

As a Board Member, you will:

- Act on behalf of the Board and in the best interests of Eastlight, representing the organisation in an appropriate manner and utilising your skills and experience to contribute to an effective Board and the Committee(s) to which you are nominated.
- Act within Eastlight's constitution and comply with the statutory and regulatory requirements of a Board Member.
- Uphold and promote the core policies, purpose, values and objectives of Eastlight, including its commitment to equality, diversity and inclusion.
- Be appointed to join up to two committees to help deliver Eastlight's strategic outcomes.

Person Specification

We welcome applications from those who can demonstrate a mix of the following skills and experience.

However, there are some additional, specific requirements noted below which would support the range of skills and experience on one of the Committees you will also be appointed to. Please clarify which role you are applying for (or if you wish to be considered for both).

Experience, Knowledge & Skills

Specific Audit & Risk Committee Member skills and experience

Essential

- Qualified accountant (or equivalent experience)

Desirable

- Treasury experience
- Internal or external audit experience

Specific Governance & People Committee Member skills and experience

Essential

- Strong experience working within governance or people teams within social housing or the third sector

Desirable

- Leading or supporting Equality, Diversity & Inclusion (EDI) initiatives, knowing how to fix unfairness in different situations
- Experience of working in a highly-regulated sector

General Board Member skills and experience – required for both posts

Essential

- Leadership experience
- Good interpersonal and analytical skills
- Resident and community-focused
- Strategic thinking
- Business acumen
- Related industry experience or understanding of the issues and challenges facing the social housing sector
- Guiding organisations to meet their strategic objectives and outcomes

Desirable

- Business Strategy
- Data, Cyber Security and/or IT
- Business Transformation
- Sustainability
- Experience within strategic financial management, such as company business planning and budget setting
- Risk-based approach to decision making and analysis.

Personal Attributes

You will be expected to demonstrate the following at interview stage

- Apply specialist knowledge appropriately
- Apply critical thinking to evaluate proposed courses of action
- Eager to learn and stay updated on all things social housing
- A team player, building great relationships within Eastlight and with our partners
- Honest and professional
- Passionate about listening to people, collaborating and challenging constructively
- Able to remain respectful of different opinions during tough conversations and can find a 'middle ground'
- Able to analyse and understand performance, including financial, risk and other technical information, to inform your decision-making
- Can put in the time to do the job well (3 days a month for meetings and other activities)
- Able to carefully consider how your decisions affect our residents and future business outcomes
- Ready to represent and positively promote Eastlight.

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 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.

Financial Oversight: Provide oversight of Eastlight's financial affairs, including business plan and budget approval, scrutinising reports and ensuring sound financial management practices.

Stakeholder Engagement: Engage with stakeholders, including 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.

Policy Development: Contribute to the review and approval of key policies.

Organisational Development: Support initiatives aimed at enhancing Eastlight's capacity, effectiveness and sustainability, including succession planning.

Key Functional Responsibilities:

Participation: Engage in group decision-making processes, participating in discussions and challenging viewpoints when necessary to ensure consideration of all perspectives.

Compliance: Ensure compliance with Eastlight's adopted Code of Governance (NHF Governance Code 2020) and NHF Code of Conduct 2022, our Governance Framework, Financial Regulations and organisational policies.

Analysis: Utilise skills and knowledge to analyse issues presented to the Board, offering informed insights to improve decision-making.

Integrity: Uphold integrity in all aspects of Eastlight's activities, maintaining high ethical standards and promoting transparency.

Specialist Contribution: Apply specialised knowledge and expertise where appropriate to assist the Board in making well-informed decisions.

Relationship Building: Develop positive relationships with Eastlight Board Members and its Executive Management Team to enable effective governance and decision-making.

Professional Development: Attend induction, training and performance review sessions, and other such sessions or events, as are reasonably required.

Collaborate: With the Chair, identify personal development needs and strive to enhance skills and knowledge relevant to the role and responsibilities of a Board Member.