



**GROVE COMMUNITY HOUSING ASSOCIATION LTD**  
**Voluntary Board Members**

Grove Housing Association was established in 1977 to provide social and affordable homes for those in housing need in the Grove area, an inner-City area of North Belfast.

In 2018 the organisation was renamed Grove *Community* Housing Association. This not only reflects our history of investing in regenerating and building houses in the heart of the community for over forty years, but of our renewed commitment of bringing together communities of people where they can have a great place in our City where they are proud to live, work, develop, learn, play, contribute and be happy for the next forty years and beyond ...

As a registered social landlord, the Association is required to work within the regulatory framework for Northern Ireland Housing Associations which is the responsibility of the Department for Communities, and we are also registered with the Financial Conduct Authority and the Charity Commission for Northern Ireland.

At our core, we provide a range of homes and services to meet the needs of primarily families, with some older person and single person households. Our general needs accommodation comprises of a range of house types for families and those with mobility and wheelchair design requirements. Our permanent housing allocations are made in accordance with the Common Selection Scheme for Northern Ireland which is administered by the Northern Ireland Housing Executive.

Our strategic and voluntary stakeholders and partners include the Department for Communities, the N.I. Housing Executive, N.I. Federation of Housing Association's, Belfast City Council, the NOW Group, North Belfast Advice Partnership and Social Enterprise NI. We are committed to enabling people to grow and thrive through availing of the opportunities and services of local charities and social enterprises.

We are a long-standing small *community-based* Housing Association with a stock of 218 units and a small dedicated staff team of five. The Association is undergoing a period of change management with a newly appointed General Manager and has set clear goals to achieve high standards across all areas of operation and to maintain our existing high levels of tenant satisfaction. Tenants are at the heart of everything we set out to achieve. To compliment these goals, we have steady plans for growth over the next five years. This growth will enable us to have an even greater impact in the communities we serve. Our new developments will be funded through a combination of private finance with capital funding grants received from the Department for Communities.

At year end 2018, our turnover was in the region of £1.4M. with total assets of £13.7M. Our three-year development plan is expected to kick-start a return to

new build and rehabilitation development works. This will commence with a planned and steady increase of our housing stock by providing homes in the community for 50 households with capital investment in the region of £4M.

This is an exciting time to be part of Grove Community Housing Association's journey.

Board members undertake a vital role in meeting the challenges of governance and leadership in the Association and in respect to networking and representation, you will also play a role in influencing the development of housing policy and strategy in Northern Ireland.

We are seeking Expressions of Interest from individuals who share in our values and who are willing to commit the time to support our work in addressing housing need within our communities.

We welcome applications from all sections of our community and from persons who can demonstrate skills, and experience (qualified and unqualified)\* in one or more of the following areas:

- Corporate and Charity Governance
- Property surveying, property development, architecture
- Accountancy practice
- Law
- Social Housing, Tenant Participation
- Audit, Compliance and Risk Management
- Organisational Development and Change Management
- Business Improvement and Customer Excellence
- Strategic Leadership & Policy
- Human Resources, Public Relations
- Equality, Diversity and Good Relations

At shortlisting stage, preference will be given to those applicants demonstrating both significant experience and demonstratable knowledge in Housing Management, Housing Association Development, Residential Property Development, Passive Housing/Eco-Housing, Construction Law, Employment Law, Accountancy practice. ***\*Tenants without the experience can apply to be considered for our Board Apprentice Programme and we welcome them warmly.***

This is a voluntary role, however all out of pocket expenses incurred undertaking the role will be reimbursed.

The average time commitment involved would be in the region of attending up to 8 x two-hour Board & Committee meetings per annum, as well as attending adhoc conferences, training and seminars.

An Expression of Interest Form, role description and additional information can be obtained on our website [www.groveha.org.uk](http://www.groveha.org.uk) or by emailing [info@groveha.org.uk](mailto:info@groveha.org.uk)

**Closing date for receipt of applications is Friday 6<sup>th</sup> September 2019 at 4.00 p.m.**

Interviews of shortlisted applicants are expected to take place w/c Monday 16<sup>th</sup> September 2019 (subject to change) and will be at a time and date to facilitate those with prior commitments such as work or caring responsibilities.

**GROVE COMMUNITY  
HOUSING ASSOCIATION  
BOARD MEMBER INFORMATION  
PACK**

General Information  
Guidance Notes

**Our Mission**

Grove Community Housing Association's mission is:

*"Providing quality affordable homes in the Grove area and  
improving the standard of life in the community."*

## **Introduction**

Thank you for your interest in applying to become a Board Member with Grove Community Housing Association.

Please use the information provided to assist you in completing Expression of Interest application. Should you require any further assistance please contact us directly and we will be pleased to assist you.

## **General Information**

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## **Guidance Notes on completing your Expressions of Interest Form**

It is important that you read these notes carefully before you attempt to complete the form so please take a few minutes to read the information in this pack which will guide you throughout the process.

### **Board Member Role Description**

The Board Member Role Description will assist you in deciding whether you meet the criteria to become a Board Member. Please remember that the Association reserves the right to enhance the criteria used for the short listing of applicants without further notification.

You should use the role description and personnel criteria to help you consider your relevant experience, training and skills and ensure that you highlight them when completing the relevant section of the application.

### **Short Listing Applicants**

Candidates will be selected solely on the information provided in our expression of interest form and you should ensure that you answer all sections fully and provide as much information as possible.

### **Confidential Equality Form**

You should ensure that you complete the Equality Form and return it in a separate envelope addressed to the Finance & Governance Officer and marked Private & Confidential.

### **Supporting Documents**

Documentary evidence will be required if you are invited to attend for further discussion. This will include photographic identification e.g. passport, driving licence or other form of acceptable ID.

Copies of your educational qualifications, professional membership and any other documents required to support your application may also be required.

### **Disclosure of Criminal Records**

All applicants must declare any previous criminal convictions or indictable offences.

### **Data Protection & Confidentiality**

All information provided by applicants will be used solely for the purposes for which it is required in this recruitment exercise and will not be disclosed to others except where we are obliged to do so in accordance with the provisions of General Data Protection Regulations.

## Equality of Opportunity

Grove Community Housing Association is an Equal Opportunities Employer and we welcome applications from all sections of our community.

Arrangements can be made for those applicants who require additional support or assistance due to a disability or any other consideration which may hinder them in this application process. This may include the provision of translation service, alternative format for the documents or arrangements to facilitate a specific disability.

If you require such assistance, please contact Agnes Crawford at this office on Tel: 028 90 773330 or Email: [info@groveha.org.uk](mailto:info@groveha.org.uk)

## Equality Monitoring

Grove Community Housing Association is committed to providing equality of opportunity to all applicants. The information provided on this form will be removed by our monitoring officer prior to consideration of your application and will be treated in strictest confidence and protected from misuse. It will not be available to anyone making decisions about your application and will be used for monitoring purposes only.

## General Points

- The expressions of interest form should be completed clearly and be legible
- When completed you should read through your application again to check that you have fully completed all sections.
- Make sure that you leave plenty of time for your application to be received by the closing date & time (**4.00 p.m. Friday 6<sup>th</sup> September 2019**). Please remember that late applications will not be accepted.
- Pay attention to the Declaration and ensure that you have signed and dated the form.
- Do not send any supporting documentation with this application form.
- Canvassing on behalf of your application will disqualify your application.

**VOLUNTARY  
BOARD MEMBERSHIP**



**Expression of Interest**

**Contact Details** *(please complete in block letters)*

Title: Mr / Mrs / Miss / Ms / Dr / Other (please state)

First Name(s): \_\_\_\_\_

Surname: \_\_\_\_\_

Correspondence Address: \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone (W): \_\_\_\_\_ Telephone(H): \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_



## About you

Grove Community Housing Association wishes to appoint Board Members with experience in one or more of the following areas and we would like to hear about your area(s) of expertise and knowledge.

Please provide a short example for the area(s) that you have knowledge in.  
*(Please, do not exceed the space provided in the boxes below):*

<b>Finance/Accountancy</b>	
<b>Property Development / Investment/Surveying/ Architecture</b>	
<b>Audit, Risk and Compliance related to Corporate or Charity Governance</b>	
<b>Human Resources</b>	
<b>Organisational Development and Change Management, Business Improvement</b>	
<b>Setting Strategic Direction and Strategic Policy</b>	
<b>Knowledge of Social Housing Environment</b>	
<b>Equality, Diversity and Good Relations</b>	
<b>Community Engagement, Tenant Participation, Customer Excellence</b>	
<b>Marketing and Public relations</b>	
<b>Other</b>	

**In Support of your Application**

Grove Community Housing Association is seeking to appoint Board members with proven leadership and communication skills and an ability to build and sustain strategic relationships with a wide range of people and organisations.

We would like you to tell us, based on your own experience, how you would bring each of these abilities to positively contribute to the work of Grove Community Housing Association board.

**(Please do not exceed the space provided in the box below)**

**Declarations:**

Please declare whether you have an existing or prior professional or personal connection with the Association, any of its current Board Members, third party contractors or employees:

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Please declare whether you have been convicted of a criminal offence within the past five years:

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Please declare whether you have been previously disqualified from acting as a director of a company at any time:

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I confirm that the information I have given on this form in support of my application is true and correct.

I understand that the information I have given will be used by Grove Community Housing Association solely for the purposes for which it has been intended and may be entered onto a computer system or recorded in any form considered appropriate by the Association.

I understand that under the terms and conditions of the General Data Protection Regulations this information will be treated in a secure and confidential manner.

Signature:

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Date:

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Please return your completed expression of interest form in confidence to:

Ms Agnes Crawford  
General Manager  
Grove Community Housing Association  
171 York Road  
Belfast  
BT15 3HB

Telephone: 028 9077 3330

Email: [Agnes.Crawford@groveha.org.uk](mailto:Agnes.Crawford@groveha.org.uk)

Thank you for your interest in becoming a voluntary Board Member of Grove Community Housing Association. We will give your application every consideration and will be in contact with you in the very near future to discuss your application.

**GROVE COMMUNITY HOUSING ASSOCIATION****Equality Monitoring**

Grove Community Housing Association is committed to providing equality of opportunity to all applicants. The information provided on this form will be removed by our monitoring officer prior to consideration of your application by the panel and will be treated in strictest confidence and protected from misuse. It will not be made available to anyone making decisions about your application and will be used for monitoring purposes only. Please select from the following lists.

Marital Status: \_\_\_\_\_  
(Married, Never Married, Civil Partnership, Divorced, Widowed, Separated)

Gender: \_\_\_\_\_  
(Male, Female, Non-Binary)

Dependants: \_\_\_\_\_  
(Responsibility for Children, Disabled Person, Elderly Person)

\*Disability: \_\_\_\_\_  
(Physical Impairment, Mental Health Condition, Learning Disability, Sensory Impairment, Long Term Illness, Other (please specify) – please advise if you have any reasonable adjustments for consideration)

Nationality: \_\_\_\_\_  
(How would you describe your nationality?)

Racial Group: \_\_\_\_\_  
(White, Chinese, Indian, Pakistani, Other Asian, Black African, Black Caribbean, Black Other, Irish Traveller, Mixed)

Religious Belief: \_\_\_\_\_  
(Buddhist, Catholic, Hindu, Jewish, Muslim, Protestant, Sikh, Other, None)

Sexual Orientation: \_\_\_\_\_  
(Heterosexual, Homosexual, Gay & Lesbian, Bi-sexual, Other)

Political Opinion: \_\_\_\_\_  
(Nationalist, Unionist, Other, None)

Please place this form in a separate envelope (or email) and return with your application form marked "Private & Confidential" for the attention of the Finance & Governance Officer.

**THANK YOU FOR YOUR CO-OPERATION**