

## Introduction by BHT Sussex Chair of the Board, Kelvin MacDonald



### Thank you for your interest in BHT Sussex

BHT Sussex is a unique organisation, this is apparent in the range of services that we provide and, in the expertise, commitment and passion we bring to the work that we do. BHT Sussex is a people-led organisation.

We want to enhance an already strong Board with the skills, expertise and experience that you can bring to this responsible role.

Since being founded in 1968, BHT Sussex has grown from being a small charity providing shelter for a handful of homeless people to an organisation which last year, supported over 10,000 clients and tenants. Those facing homelessness were supported by our First Base and legal Advice Centres where we prevented 917 individuals from becoming homeless.

Notwithstanding the Covid pandemic, we have achieved significant growth during the period since March 2022, with an increase in contract values and staffing. Our staff numbers have increased from 250 to over 350 and our turnover has increased from £15m to a projected £18m by March 2024.

BHT Sussex remains committed to working with individuals, providing services that meet their needs and that help to make our communities a better place to live and to work.

### BHT Sussex has five strategic objectives:

- empowering clients
- improving our services
- increasing our influence
- improving our financial strength
- seeking quality growth

Our Mission is to combat homelessness, create opportunities and to promote change. To support our Mission, we offer a range of involvement opportunities across the organisation to empower clients and tenants, promoting a culture which values their opinion and contribution, and helps shape and improve services.

Our values are **Inspiring Change**, **Delivering Excellence**, **Empowering People**, **Collaboration** and **Being Accountable**.

There are many challenges ahead for us, as with many organisations, but there are also some great opportunities. I hope you will want to join us to add your skills, expertise, experience and commitment to the great team at BHT Sussex.

We are holding an Opening Evening on **Thursday 27<sup>th</sup> July at 6pm at 144 London Road, Brighton BN1 4PH**. If you would like to attend, please email [Claire.Knight@bht.org.uk](mailto:Claire.Knight@bht.org.uk) and we will forward you an invitation. If this time is not suitable, please let Claire know and we can send you some additional information. Claire can also arrange a telephone call with me for prospective applicants. I look forward to receiving your application.

Best Wishes,

Kelvin MacDonald

## Board Member Recruitment

### BHT Sussex is now seeking to recruit new members to our Board of Trustees (The Board)

The Board currently has nine Trustees, and one Trustee is due to stand down this year. Independent representatives are selected and elected.

#### **If you feel you have something to offer, we would love to hear from you.**

We are looking for new members who first and foremost believe in the work we do. We welcome applications from candidates who are underrepresented on the BHT Sussex Board, these include people from Black, Asian and minority ethnic backgrounds, disabled people, LGBTQI+ people, women and young people.

While none of the following skills are essential, we are particularly encouraging applications from clients, tenants, people with lived experience, people with a financial qualification and those with property development experience.

Board members are elected for a three-year term and may continue to stand for re-election for up to two further terms.

## Role of the Board

### Members of the Board are non-executive directors and charity trustees of BHT Sussex.

BHT Sussex is both a housing association and a charity delivering a wide range of services and is regulated by the Regulator of Social Housing, the Care Quality Commission and the Charity Commission. Board members have full responsibility for BHT Sussex as a company, its financial performance, legal obligations as well as ensuring its charitable objectives are delivered.

#### **All Board members share responsibility for:**

- setting strategic objectives for BHT Sussex
- agreeing plans to achieve these objectives
- approving the Strategic Plan, Business Plan, budgets, and financial accounts
- taking key investment and policy decisions

- monitoring performance in relation to the agreed plans, objectives, budgets, etc.
- ensuring that finances and other resources are prudently managed and financially stable
- ensuring that BHT Sussex is well managed
- ensuring that appropriate insurance is in place
- working collaboratively to ensure we have an effective Board
- ensuring the affairs of BHT Sussex are conducted lawfully and in accordance with its Articles of Association, charity and company legislation, funder requirements, and the NHF Code of Governance
- helping to promote the interests of BHT Sussex and acting in its best interests
- ensuring BHT Sussex satisfies the Regulators' standards of governance and viability
- ensuring that BHT Sussex has suitable risk management policies in place and that it effectively identifies, mitigates, and manages risks

## Personal Responsibilities of Board Members

### Board members accept a personal responsibility to:

1. Support the values and objectives of BHT Sussex
2. Understand the BHT Sussex constitution and share collective responsibility for governance documents
3. Devote sufficient time and energy to BHT Sussex business. This includes:
  - preparation for meetings
  - contributing to the decision making of the Board and any committee of which they are a member, drawing from their skills and experience, and sharing responsibility for all their decisions
  - attending all Board and Committee meetings to which they are invited
  - attending strategy away days
  - keeping up to date with client and housing issues
  - assisting senior staff in areas where Board members have expertise
  - other occasional activities as outlined below
4. Participate in the management and control of BHT Sussex activity including:
  - generating strategic options
  - financial and business monitoring
  - establishing plans, policies, and objectives
  - ensuring plans are implemented and evaluating performance
  - reviewing activity and deciding on appropriate actions

5. Form and maintain constructive working relationships with other Board members and to play a full part in the work of the Board as a group
6. Work with BHT Sussex staff to review and develop activity (e.g. as a member of sub-committees/working parties)
7. Represent BHT Sussex positively to all external and internal audiences
8. Abide by the BHT Sussex Code of Conduct for Board Members and Equality and Diversity Policy
9. Register all interests that might have a bearing on BHT Sussex's work and declare any potential or actual conflict of interest as and when they arise
10. Only act in the interests of BHT Sussex and not on behalf of, or representing, any constituency, interest group, or personal interest
11. Support and participate in fundraising activities
12. Undertake training to enhance knowledge and expertise
13. Raise concerns about BHT Sussex affairs, as appropriate

## Person Specification

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### Each Board member must have:

- integrity
- a commitment to the organisation, its mission, strategic objectives, and values
- an understanding and acceptance of the legal duties, responsibilities, and liabilities of Board membership
- a willingness to devote the necessary time and effort to their duties as a Board member
- enthusiasm for working within an organisation committed to preventing homelessness and supporting people with multiple and complex needs
- good independent judgement
- an ability to think creatively
- a confidence to express their views
- an ability to work effectively as a member of a team

## Minimum Commitment

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### Members must be committed to the Board including:

- attending nine meetings a year (four board meetings, four committee meetings and at least one strategy away day)
- attending induction upon appointment
- performing the required duties for an elected three-year term
- representing BHT Sussex at other ad hoc events

## Remuneration

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The role is voluntary and BHT Sussex has a policy that Board members should not be paid. However, out of pocket expenses such as travel, and care costs will be paid when undertaking Board duties.

## What happens next?

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All candidates wishing to apply to the Board agree to undertake assessment against the role description and person specification to ensure suitability for office. This involves three stages:

1. Completing and returning our Expression of Interest form, demonstrating how you meet the skills and experience required. This should be sent to Sunil Desai, Company Secretary, ([Sunil.Desai@bht.org.uk](mailto:Sunil.Desai@bht.org.uk)) with a copy of your CV by **10am on Monday 14<sup>th</sup> August 2023**.
2. A Board selection panel will shortlist candidates and invite those that demonstrate they meet the role description to an interview. Invitations to interview are expected to be circulated to shortlisted candidates during week commencing 21<sup>st</sup> August 2023.
3. The interview will assess whether applicants meet the skills and experience required for the role, taking into account the existing and future make up of the Board. Interviews are due to be held on **Thursday 31<sup>st</sup> August 2023**.