



Harrison Housing

Trustee

Candidate Information Pack



Introduction

Would you like to support a charity in developing homes for older people who are in need of housing?

Harrison Housing aims to provide and maintain high quality housing and support for older people of limited means in London by:

- Developing the highest standards of accommodation for older people in our community
- Creating a friendly and supportive environment, enabling residents to live independently
- Providing residents with comfort, respect and stimulation, irrespective of background
- Employing professional staff, with appropriate qualifications, skills and experience, committed to learning and development

- Reviewing and consulting regularly on how to improve our performance and the quality of housing and service we provide
- Developing new skills and solutions to the problems associated with ageing

Currently, Harrison Housing manages, on its own account and on behalf of other Almshouse Charities, housing schemes in Camden, Herne Hill, Hounslow, Waltham Abbey, West Hackney and Vauxhall – a total of over 130 owned and managed flats.

The Harrison Housing Board are actively seeking to diversify their current membership and are committed to increasing diversity and inclusion within our organisation and the wider housing sector.

About Harrison Housing

Housing has been the core activity of Harrison Housing for many decades. Miss Goodwin and three sisters, Elizabeth, Amy and Clara Harrison founded the 'Homes for the Aged Poor' which eventually became known as 'Harrison Homes'. The founders, like many Victorian benefactors, were motivated by the poverty and hardship suffered by retired domestic staff; often, these respectable people were reduced to destitution on leaving a lifetime of service, and were forced to enter the workhouse during their later years, where life-expectancy was extremely short and conditions were both appalling and harsh.

Since its founding in the 19th century Harrison Homes has grown and in 2003 following a legal review of its constitution, the charity was incorporated under company law with the adoption of a modern constitution. The name was changed to Harrison Housing.

Harrison Housing is overseen by a Board of Trustees who give their services voluntarily. There is also a group of six voluntary Visitors, each of whom acts as confidant and friend to a number of residents, visiting them regularly.

Day to day administration is carried out by the professional staff under the Chief Executive (who reports to the Trustees). The staff team includes a Director of Finance, Housing Manager, Property Services Manager, Management Accountant, Finance Officer/Administrator, Scheme Managers and Housekeepers.

At the heart of all we do is the support and encouragement we give to our residents through the excellent work of our Scheme Managers and staff.

Our Trustees

Martin Collins - (Chair)

Martin has a background in development as Head of Business Development at Ladbrokes. He is also trustee of Islington People's Rights. Martin joined the board in 2018 and became Chairman in July 2019.

Ian Morrison CBE (Vice-Chairman and Chair of the Finance, Risk and Audit Committee)

Ian has been RAF Director General Ministry of Defence Saudi Armed Forces Programme, Riyadh, Saudi Arabia since 2012. He is also a Trustee of Queens Cottages Almshouses and Upper Liveryman Guild of Air Pilots.

Hugh Knowles ACA (Treasurer)

Hugh is a qualified Chartered Accountant. He owns and manages a self-storage company and is a member of the Ironmongers' Almshouses Committee.

Neil King QC

Neil is a practising QC who specialises in planning, environmental, compulsory purchase and compensation law.

Mrs Rita Gunther

Rita became a trustee in July 1996, and is a dedicated visitor to residents at the Minford Gardens scheme.

Samantha Barber

Samantha is currently the CEO of UCanDoIT, a charity that provides IT training to disabled adults.

Paul Lautman

Paul is a senior manager at Octavia Housing, and has vast experience in housing.

Sue Hockett

Sue is the Director of Property at Housing for Women and joined the board in 2017.

Robert Hicks

Robert previously led Explore Learning and is Chairman of the Board at Role Models.

Ken Farnon

Ken is a director at Cooley Construction Services.

Our Commitment to Diversity and Inclusion

We are an inclusive organisation that supports a diverse range of people. We want this diversity to be reflected on our Board.

We welcome applications from anyone regardless of their age, experience, sexuality, religion/beliefs, disability, ethnicity, heritage, gender and socio-economic background.

Harrison Housing is deeply committed to inclusive working practices, so during the application process we commit to:

- Paying for childcare whilst you're at Harrison Housing interviews where these are held in person.
- Paying for your travel costs to the office and back for interviews when this is held in person.
- Making any reasonable adjustments – for example providing any documentation in an accessible format or ensuring we have sign language interpreters organised in advance if you'd like them.
- Providing this document in a Word document format readily available to download.
- Offering a guaranteed first stage interview for disabled candidates who meet the minimum requirements for the role with Inclusive Boards.

If there is anything else you're concerned about or think we could provide, please let us know.

About the Role

Key Activities

To provide advice on and oversight on all aspects of the operation and development of the charity and provide informed views on:

- Effective ways of maintaining the wellbeing of our residents, ensuring this remains our highest priority
- Development opportunities within and outside our current estate
- Standards related to regulatory compliance and risk management.

Skills

This is a really interesting time to join Harrison Housing. We are seeking Trustees with skills in any ONE of the following area's

- Development or construction expertise.
- General Finance, desirably though not essentially from the social housing or charity sectors.

We will support a trustee without previous trustee or corporate expertise by providing training in governance, finance and the responsibilities of a trustee.

We are particularly interested in hearing from candidates with experience of living in Social Housing

Values and Ways of Working

- A commitment to the charity's objects, Vision and Values and willingness to devote time to carry out responsibilities.
- Strategic and forward-looking vision in relation to the charity's objects and aims.
- Good, independent judgement, political impartiality, and the ability to think creatively in the context of the organisation and external environment.
- Good communication and interpersonal skills and the ability to respect the confidences of colleagues.
- A passion for the social sector and social change.
- Commitment to the Nolan principles of public life: selflessness, integrity, objectivity accountability, openness, honesty and leadership.

Trustee Responsibilities

All Trustees are responsible for:

- Ensuring that Harrison Housing complies at all times with its governing document, charity law, company law and any other relevant legislation or regulations
- Ensuring that Harrison Housing pursues its objects as defined in its governing document
- Maintaining proper financial control and ensuring that Harrison Housing applies its resources exclusively in pursuance of its objects i.e. the charity must not spend money on activities that are not included in its objects, no matter how worthwhile or charitable those activities are
- Setting and maintaining vision, mission and values
- Developing strategy, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- Ensuring accountability
- Support the operational management of the organisation
- Ensuring that risk assessments for all aspects of the business are carried out
- Safeguarding the good name and values of Harrison Housing
- Maintaining effective board performance and ensure the effective and efficient administration of the charity including funding, insurance and premises
- Promoting Harrison Housing
- Acting in the best interests of the charity, never in the interests of yourself or another organisation

Additional Information

- **Time Commitment:** 4 board meetings per annum, including full preparation, there will also be a number of ad hoc meetings during the year. The anticipated time commitment is half a day per month.
- **Remuneration:** The role is not remunerated but reasonable travel expenses will be paid.
- **Location:** : Board meetings will usually take place at 42 St James' Gardens, London, W11 4RQ. However, due to the ongoing Covid-19 pandemic they are currently taking place virtually. We hope to return to face-to-face meetings when viable but plan to continue to offer flexible meeting options in the future.
- **Terms of Appointment:** An offer of appointment will be made once all candidates have been interviewed, and will be subject to satisfactory completion of eligibility checks, including reference checks. Trustees service a 3 year term renewable twice.
- **Conflicts of Interest:** All candidates will be asked to disclose any actual, potential or perceived conflict of interest, and these will be discussed with the candidate to establish whether and what action is needed to avoid a conflict or the perception of a conflict.
- **Questions:** If you have any questions or would like to arrange a call to discuss the role, please email harrisonhousing@inclusiveboards.co.uk or call 0207 267 8369 to arrange a call.

How to Apply

The recruitment process is being undertaken by Inclusive Boards on behalf of Harrison Housing. If you wish to apply for this position, please supply the following by 08/08/2021:

- A covering letter (maximum two sides) highlighting any relevant experience that will make you suitable for the role. Please note that the covering letter is an important part of your application.
- A detailed CV setting out your career history, with responsibilities and achievements.
- Details of two professional referees together with a brief statement of their relationship to you and over what period of time they have known you, referees will not be contacted without your prior consent.
- Diversity monitoring form - your data will be stored separately from your application and will at no time be connected to you or your application.
- Due to the ongoing Covid-19 restrictions we anticipate that all interviews will take place via video conference.

Please send your **CV** and **cover letter** to **Harrison@inclusiveboards.co.uk**

If you have any questions please email harrison@inclusiveboards.co.uk or call 0207 267 8369 to arrange a call to discuss the role.




HARRISON HOUSING

INCLUSIVE
BOARDS
