at home with...

fife housing group

Join our BOARD

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OUR TEAM

Candidate information

Thank you for your interest in becoming a Fife Housing Group Board member. This pack will provide you with further information about the organisation and what the role itself involves.

Our priorities continue to be improving the quality of our homes, delivery of the services we provide and building relationships with our tenants and other customers through engagement.

In addition to having been recognised as one of the Sunday Times Top 100 Not-For-Profit Companies to Work For in 2020 and awarded a two-star accreditation from Best Companies, we have recently become one of the few Housing Associations to achieve the prestigious Investors In People (IIP) Platinum Award - demonstrating how seriously we take workplace engagement and sending a powerful message that our colleagues feel both valued and motivated.

We are now working towards achieving the IIP Wellbeing Award as we recognise that having a happy, healthy and engaged workforce, who are connected to our aims and take pride in the work they do, also improves productivity and ultimately benefits both our tenants and other customers.

We place great value on the contribution and insight a quality Board offers and the role of Board Member brings responsibility for developing and shaping strategy, monitoring performance and service and improving business effectiveness whilst maintaining strong working relationships among Board colleagues and the Executive Team, ensuring that our decision-making reflects the influence and needs of our tenants.

Please contact us if you wish to have an informal discussion about the role or if we can answer any other questions to help you decide whether you would like to apply. You can express an interest by contacting Laura Grieve on **01383 608 175** or emailing **laura.grieve@fifehg.org.uk.**

About Fife Housing Group

Fife Housing Group is the trading name for the legal company structure of Fife Housing Association Limited and its wholly-owned subsidiary Fife Housing Group Yourplace Limited.

Founded in 1997, Fife Housing Association is one of the largest independent housing associations in the east of Scotland with approximately 2,500 properties in Fife and an annual turnover of approximately £12 million.

We employ 70+ colleagues at our office in Dunfermline and are registered under Charitable Rules with the Scottish Housing Regulator, the Office of the Scottish Charity Regulator and with the Financial Services Authority.

As a major provider of homes to those in greatest housing need, we play an increasingly important part in helping Fife residents lead the lives they want to lead and are committed to providing quality services to our tenants and customers, while making sure they are involved in the decisions which most affect them.

Since 2006 we have been a member of the Fife Housing Association Alliance (FHAA), working with Fife Council to lead recent regeneration projects in Dysart and Abbeyview, which added around 300 new properties to our stock.

We are in the process of building a new 49 home development at Glen Albyn in Kirkcaldy and, with a number of other exciting new construction opportunities in the pipeline, our stock looks set to increase further in the coming years.

This strategy of continued growth through innovation, diversity and partnership also lead to the creation of Yourplace (formerly known as PACT Enterprises Ltd) in 2010. Yourplace generates income for Fife Housing Group by acquiring homes and letting them for market rent.

A message from our Chief Executive

We are in the process of updating our Business Plan, having reviewed our strategic objectives during the year, and will be publishing this in early 2023.

In the meantime, our Annual Report for 2021/22 can be viewed below.

Business Leadership Team

Chief Executive - Nicki Donaldson

Nicki took up her role as Chief Executive in May 2014 and has successfully transformed Fife Housing Group into an award-winning organisation with national recognition as one of the Sunday Times 100 Best Not-for-Profit Organisations to Work For and a Platinum accreditation from Investors in People (IIP).

This success has been delivered through Nicki's focus on the development of a strong culture, core values and business plan, the impact of which is further evidenced by improved performance across all aspects of the organisation.

Nicki is a member of the Chartered Institute of Housing (CIH) and the Chartered Management Institute (CMI) and has extensive experience in leading teams, delivering effective change management, housing and property management and governance.

Director of Housing - Beverley Graham

As Director of Housing, Beverley is responsible for all aspects of tenancy management including rent collection, tenant engagement, neighbourhood management and the development of services across our housing portfolio.

Beverley has 30 years of experience working at Fife Housing Group, beginning her journey as an Administrations Officer in 1991. Beverley's first experience of management was in the role of Housing Support Manager, before progressing to Housing Manager in 2016 and more recently, in August 2021, with her promotion to Director of Housing.

Beverley also sits on the Board of Management at Horizon Housing Association and is a member of the Chartered Institute of Housing (CIH) and the Chartered Management Institute (CMI).

Business Leadership Team

Director of Operations - Caroline O'Donnell

Caroline is our Director of Operations, with responsibility for all human resource activities, our frontline housing and repairs service teams, office facilities management and health and safety.

Having worked at Fife Housing Group for 21 years, Caroline is a member of the Chartered Institute of Housing (CIH). Additionally, she is a qualified Member of the Chartered Institute of Personnel and Development (MCIPD) and has a Managing Safely certification from the Institution of Occupational Safety and Health (IOSH).

Director of Finance, Governance and Assets - Derek Banks

Headed up by Derek Banks, this team is responsible for ensuring proper governance and delivery of value for money; managing treasury, risk and insurance, and ensuring that we operate in line with rules and regulations.

Derek brings a wealth of experience in business change, planning and systems implementation to the organisation, having held senior finance positions across both public and private industry in the health, education and aviation sectors.

An accountant with 28 years' experience, Derek has been a Director of Finance for the past 16 years and his last three roles have been in turnaround or major change situations where significant improvements were made across the business.

Board of Management

Our Board of Management is responsible for agreeing all the major decisions affecting Fife Housing Group. This includes the Group's annual rent setting, investment programme and business plan. The Board, therefore, plays an essential role in making sure Fife Housing Group is run effectively and efficiently and is accountable to its tenants and other stakeholders.

The Board is made up of a maximum of 15 members. This includes tenants and non-tenants with skills and experience in relevant areas such as property and asset management, legal, financial, human resources and commercial.

Board Members are either elected at our Annual General Meeting (AGM) or selected to fill vacancies which arise during the year. At each AGM, a third of the Board must retire before new members are elected. Being a Board Member is a rewarding experience and an ideal opportunity to gain additional and career-enhancing skills in the fields of social housing and other disciplines, and although membership is voluntary, reasonable expenses will be paid.

Board Members

Sandra Stock - Chair

Sandra has been a Board Member since 2015 and, having been Vice Chair since September 2019, took on the role of Chair in November 2021. Having begun her career in the motor trade, Sandra moved into housing in 1991, working first in Finance and then in Human Resources at Cairn Housing Association. After retiring from her role as Head of Human Resources, she volunteered with the Citizens' Advice Bureau before joining Fife Housing Group. Passionate about developing people and professionalism within the housing sector, Sandra has a Diploma in Management and is a member of both the Chartered Institute of Management and the Chartered Institute of Personnel and Development.

As Chair of the Board, Sandra's ambition is to see Fife Housing Group become an employer of choice, not only within the housing sector but across the region, by further developing flexible working for colleagues, retaining the Investors in People Platinum award and gaining their wellbeing accreditation. She is also dedicated to raising tenant satisfaction by providing first-class affordable homes and delivering customer-focused services. Bringing a people perspective and more than 20 years of experience to the role, Sandra has a unique understanding of the industry and the challenges which are inherent to it.

Laurie Boles - Vice Chair

Laurie has been a Board member at Fife Housing Group since September 2018 and is now Vice Chair as well as Chair of the Audit and Risk Committee. A certified accountant who has, for over 20 years, held senior finance positions across both public and private industry, covering housing, health, local government, education and engineering sectors, Laurie is currently Director of Finance and Corporate Services at Lanarkshire Housing Association. His most notable achievements include being part of the Babcock Finance team managing the complex design of Queen Elizabeth Class aircraft carriers, the modernisation of financial services at Edinburgh Napier University and a significant contribution to the smooth transition of services during the amalgamation of NHS Trusts to Regional Boards.

Board Members

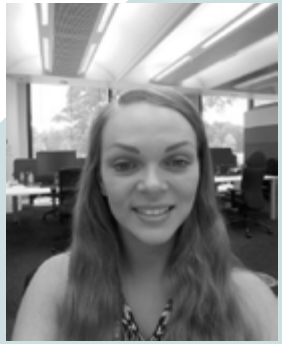
Derek Adam

Derek has been a Board member since September 2015. He currently works at Cairn Housing Association as Director of Finance and Business Services. As a qualified Chartered Accountant, Derek's commercial accounting background is within engineering, telecommunications and, more recently, property development and banking. Derek has recently completed an MBA at Edinburgh University which adds a managerial awareness to his existing commercial experience.

Stephen Clark

Stephen has been a Board member since 2015 and works at Stirling Council as Chief Officer for Housing, having previously worked with Midlothian Council as a Housing Strategy and Performance Manager. Stephen graduated from the University of Stirling with a Masters in Housing Policy.

Fiona Barr



Having been a Board member since September 2015, Fiona is a Senior Compliance Manager and Money Laundering Reporting Officer for Isle of Man based bank Conister Finance and Leasing. With a background in managing regulatory risk in the financial services space, Fiona previously spent eight years at the Royal Bank of Scotland (RBS) in various roles across the bank before securing her most recent post. Fiona is a qualified lawyer having undertaken her traineeship in-house at RBS following her graduation from Dundee University back in 2013.

Board Members

Lynne Pascal

Since graduating from Strathclyde University with an engineering degree, Lynne has worked in a variety of roles (software developer; project manager; customer operations; partner manager and now Customer Experience Leader) always in the telecoms sector. As a Fife lover with a passion for people and an interest in housing, being a Fife Housing Group Board Member offers Lynne the perfect opportunity to stretch her existing skills in new directions.

Ron Eldridge

Ron has been working in further education for over 16 years. He has Managed and Directed various departments on behalf of Fife College and is now working at Edinburgh college as a Curriculum Manager. Areas of responsibility included Built Environment, Construction, Engineering, Science, Maths and Sport. He has also been involved in developing business opportunities for the colleges and stakeholders of Fife and now the Lothians. Ron sees his career as exciting, challenging and one that has brought personal achievement and award. He has the pleasure of working with many different organisations and talented people throughout the community.

Board Members

Brian Gallacher

Brian works as Programmes Director in the delivery of vehicles and equipment for the global defence market. In this role, he manages complex high-value programmes on a day to day basis, which saw him travel and live across the UK and Europe for several years. He relocated to Fife in 2013 to be closer to ageing parents and finally lay down roots back in Scotland. In his early career, he was a soldier in the British Army where he served as a helicopter crewman.

Rhodri Davies

Rhodri applied to become a Board Member when he became a Fife Housing Group tenant in late 2021. He has an MEng in Mechanical Engineering from Heriot-Watt University with a distinction classification and has since held a variety of roles centred in high-value/advanced manufacturing techniques for aerospace, astronomy and precision grinding. Currently, his primary responsibility is to implement a new maintenance management system, as part of a package of digitalisation technologies, designed to optimise critical asset utilisation at a global production facility located in Fife. He would like to offer a different perspective to the Board's decision-making process by combining his position as a tenant with his engineering knowledge, other interests and life experience.

Principle terms and conditions

Time commitment
The Board normally meets six times a year, usually on a Monday evening between 4pm and 6pm, with an additional Board away day event and occasional training sessions.

Location
Meetings will be held at our office at 7 Pitreavie Court, Dunfermline, KY11 8UU or virtually if required.

Support
All Board Members will be given necessary training on an individual basis to enable them to play a full and active role as a Board Member.

Joining our Board
Board Members selected during the year will normally be interviewed by a panel comprising Board Members and executive colleagues. If successful you will then observe a Board meeting before being elected at the following Board meeting. If you are interested in joining our Board please contact our Chief Executive and Governance Assistant, Laura Grieve, on 01383 606162 or email laura.grieve@fifehg.org.uk.

Closing date
Candidates will be informed of the outcome of their application in due course.

Interview date
By arrangement.

Role description

Role: Board Member
Responsible to: Chair of the Board
Accountable for: Fife Housing Group
Supported by: Business Leadership Team

The purpose of the Board Member role is to contribute relevant experience, expertise and insight to ensure the long-term viability and sustainability of Fife Housing Group, and to promote the objectives, vision, purpose and values through management control, accountability, good conduct and good governance.

Specific duties and responsibilities

- To ensure that policies and procedures relating to governance, legal, regulatory requirements and good practice are in place and reviewed on a regular basis.
- To set the strategic direction of the business and determine its vision, values and objectives.
- To support and challenge the Business Leadership Team to help achieve these objectives.
- To ensure that the objectives are also achieved through the appropriate delegation of authority, operational procedures and the employment of suitably skilled colleagues.
- To regularly measure and review the performance of the organisation and make recommendations for improvement where appropriate.
- To ensure the organisation runs effectively, maximises the impact of its resources and provides Value for Money in its service delivery.
- To agree annually the budget and business plan.
- To exercise sound financial management and maintain financial viability by approving the business plan, accounts, budgets, liquidity and borrowing facilities whilst meeting the organisation's vision, values and objectives.
- To promote openness, accountability and transparency in the organisation's dealings with all its stakeholders.
- To contribute to and implement the risk management frameworks and ensure risks within the Group are identified and managed.
- To attend on a regular basis, Board and Committee meetings and contribute effectively to them, to ensure that, as a group, the Board has the capacity and commitment to achieve the strategic aims of the organisation.
- To attend conferences, training sessions, seminars, meetings and other events where they are in the interests of the organisation and to act as an ambassador for Fife Housing Group.

Registration Form

For Fife Housing Group Board Member

Section 1 - Personal details

Name

Home address

Mobile number

Email address

Home number

Work number

Are you a Fife Housing Group tenant? Yes No

Section 2 - Current employment

Are you currently employed? Yes No (If No, go straight to Section 3)

Start Date

Main duties

Organisation

Contact address

Job title/Position

Email address

Registration Form

Section 3 - Past employment

Job title	Organisation	Duties	Start date	End date

Registration Form

Section 4 - Please state any qualifications, professional memberships and training

Registration Form

Section 5 - Voluntary experience

Role	Organisation	Duties	Start date	End date

Registration Form

Section 6 - Skills and experience you could bring as a Board Member

We would like our Board to be diverse and representative of the communities we serve so please include any relevant life skills and/or lived experience (e.g. time spent as a tenant, landlord or homeless) here.

Registration Form

Section 7 - Other relevant information

Please tick when you would be available for meetings: Daytime ☐ Evening ☐ Either ☐

Please specify any days or specific times when you would not be available:

How did you become aware of this opportunity?

Name:

Signature:

Date:

Please return your completed application form to Laura Grieve at Fife Housing Group, 7 Pitreavie Court, Pitreavie Business Park, Dunfermline, KY11 8UU or email it to **laura.grieve@fifehg.org.uk**.

General Data Protection Regulation (GDPR) and your privacy

The information provided within your application form will be processed in accordance with GDPR and the Data Protection Act 1998 and used by Fife Housing Group to assess your suitability to become a Board Member. Your application will be stored confidentially whilst being processed and electronic and paper records will be destroyed within 12 months if unsuccessful. For successful candidates, the application will form the basis of an personnel file. Further details of how we will handle any information supplied can be found on our website.

Equal Opportunities Monitoring Form

Policy

It is the policy of the housing association to provide equal opportunities in the fields of recruitment, training and promotion. All decisions in these areas will be made with regard to the requirements of the job and shall not be influenced by any consideration of race, colour, creed, religious belief, political belief, ethnic or national origin, disabilities, age, sex, sexual orientation or marital status. This information will not be used by those involved in selection and is for statistical purposes only. It will be separated from your job application and will be treated as confidential.

Surname Initial

Age

16 - 24 25 - 34 35 - 44 45 - 54 55 - 64 65+

Gender

Male Female

Marital status

Married Not married

Equal Opportunities Monitoring Form

Ethnic Origin

White	British		Asian / Asian British	Bangladeshi		Black / Black British	African	
	Irish			Indian			Caribbean	
				Pakistani				
Mixed	White/Asian			Chinese		Arab	British	
	White/Black African			Polish			Scottish	
	White/Black Caribbean							

Other, please specify:

Prefer not to say

Equal Opportunities Monitoring Form

Disability

Before ticking the appropriate box below, please first read the definition of disability. The definition if disability, as outlined in the Equality Act 2010 is as follows:

'A physical or mental impairment, which has a substantial and long term adverse effect on a person's ability to carry out normal day-to-day activities.'

To be protected under the Act:

- An individual must have an impairment which can be physical or mental.
- It has to be substantial, that is something more than minor or trivial.
- It needs to be long term, ie the impairment has lasted or is likely to last in total for at least twelve months or is likely to last for the rest of the life of the person affected.

And; it must affect their day to day activities on a regular basis.

Equal Opportunities Monitoring Form

Disability cont.

The effect an impairment may have on day to day activities is defined in the Acts as falling within the following categories:

- Mobility
- Physical co-ordination
- Memory or ability to concentrate, learn or understand
- Continence
- Manual dexterity
- Ability to lift, carry or otherwise move everyday objects
- Speech, hearing or eyesight

Or; perception of the risk of physical danger

Do you consider yourself disabled?

Yes ☐ No ☐ Prefer not to say ☐

Physical Impairment	☐	Visual Impairment	☐
Learning Disability	☐	Long Standing Illness	☐
Hearing Impairment	☐	Speech Impairment	☐
Mental Health Condition	☐	Hearing Impairment	☐
Other, please specify			