



## Tenant Board Member

Job description and person specification

## Tenant Board Member

**Accountable to:** The Chair of the Board

**Remuneration:** £6,000

### **Role purpose:**

The Board of Red Kite is corporately responsible for the success of the organisation and ensuring its compliance with all legal and regulatory obligations by directing and supervising the Group's affairs.

### **The Board:**

The overall purpose of the Board is:

- Setting and ensuring compliance with the values, vision, mission and strategic objectives of the organisation, ensuring its long-term success
- Setting a positive culture, with strong tenant focus
- Ensuring that the organisation operates effectively, efficiently, fairly and economically
- Providing oversight, direction and constructive challenge to the organisation's Chief Executive and Executive Leadership Team
- Overseeing the appointment and, if necessary, the dismissal of the Chief Executive
- Ensuring that the Group proceeds in accordance with its Corporate Strategy
- Satisfying itself as to the integrity of financial information, approving each year's budget, business plan and annual accounts prior to publication; establishing, overseeing and reviewing a framework of delegation and systems of internal control
- Establishing and overseeing a risk management framework in order to safeguard the assets and reputation of the organisation
- Ensuring that Red Kite meets legal obligations, regulatory requirements and that the Group's affairs are conducted in accordance with generally accepted standards of performance, probity, financial prudence and good practice
- Maintaining overall control and consistency of approach across Red Kite Group through:
  - Strong governance arrangements
  - Clear and appropriate levels of delegated authority
  - Unified frameworks for strategic planning, financial control, risk management, policy making and performance review.

## **Duties and responsibilities:**

### **Eligibility**

To be a Board member you need to declare that you:

- are not an undischarged bankrupt or subject to any undischarged compositions or arrangements with your creditors
- are not disqualified or removed from acting as a company director, charity trustee, board member, non-executive director or charity manager
- have not been convicted of any indictable offence, unless the conviction is spent
- have not been convicted of any offence that would be likely to bring Red Kite into disrepute or might be incompatible with the role
- are not a connected Local Authority person
- have not been convicted of any offence involving deception or dishonesty unless the conviction is spent
- are not in dispute with Red Kite.

## **Person specification**

### **Specific experience - Tenant Board Member**

We welcome applications from tenants and leaseholders of Red Kite who can bring:

- Lived life experiences of being a Red Kite tenant/leaseholder
- A strong understanding of how services are delivered on the ground
- A knowledge of what is important to tenants/leaseholders
- Examples of where services supported by Red Kite have made a real difference to communities

### **A Board Member has a personal responsibility to:**

- Always act in the organisation's best interests
- Uphold the organisation's purpose, objectives and policies
- Uphold the values of the organisation through high standards of conduct and behaviour and by complying with the organisation's code of conduct, rules and financial regulations
- Contribute to, and share responsibility for, the Board's decisions, including its duty to exercise reasonable care, skill and independent judgement
- Act in a fair and professional manner
- Challenge and question in a constructive manner
- Prepare for and attend Board and committee meetings, away days, training/development events and other external events as required
- Participate in reviews of individual and Board performance and measures designed to develop individual and Board's capacity and effectiveness
- Establish and maintain a strong positive working relationship with the Board, Chief Executive, key staff and tenant groups
- Observe and comply with organisational aims, objectives, policies and procedures in relation to health and safety, and observe and continually promote equality and customer service
- Positively represent the organisation and the Group with external stakeholders, including tenants and leaseholders, ensuring that the objectives of each are maintained
- Declare any relevant interests and avoid conflicts of interest
- Respect the confidentiality of information
- Ensure your skills and sector awareness are kept up to date and that you participate in learning and development sessions and events.

All Board members share the same legal status and have equal responsibility for ensuring that the Board fulfils its collective role.

### Key skills:

- **Secure assurance** – able to test evidence and gain assurance not reassurance
- **Ensure accountability** – operating at all times in the spirit of co-regulation and with public scrutiny in mind
- **Govern risk** – understanding it; identifying it, articulating it and ensuring it's managed; and in isolation and on a cumulative basis – at human, property and organisational levels
- **Contribute to scenario planning** – using tools to explore assumptions and alternatives to enable planned and flexible decisions to be taken in a timely manner
- **Demonstrate financial literacy** – ensuring all decisions are informed by a working understanding of business finance such as cash flow and profit and loss accounts to using more sophisticated models to support decision making around development of new housing, investment in existing and disposal as required
- **Oversee business development** – demonstrating appropriate insights into the core business and capabilities and an appreciation of the impact of diversification and growth
- **Understand the business and customer context and impacts** – from understanding the impact of policy on markets and customers to seeking evidence of the social and economic benefits of the Board's decisions.