

BOARD MEMBER

DEVELOPMENT SPECIALIST

RECRUITMENT
PACK



KEY DETAILS

Role: **Board Member, Development Specialist**

Start date: 22 September 2020

Location: Tower Hamlets / Flexible

Time commitment: approx. 8 meetings per annum

Compensation: **n/a voluntary**

This is a unique opportunity to play a key governance role in helping London CLT transition to an organisation that will executive a mult-site affordable homes programme, each one led by a team of local people from our 3,500 strong membership. This will start with a six month strategic review.

We strongly encourage applications from people of colour, LGBT+ candidates and those with disabilities. London CLT's work is not conventional; this role engages a unique mix of skills and abilities. If you're excited about learning and sharing your own experience, while helping to shape our organisation and make a real difference to people's lives, we would love to hear from you.

PURPOSE

To help direct the affairs of the society, in line with its mission, particularly through ensuring sound oversight of its development function.

In the short-term, this will include supporting the newly appointed Development Lead Board member to help set strategy for the next 3-5 years as part of a 6 month strategic review, along with other key Board members.

London CLT works with communities to create genuinely and permanently, high quality affordable homes that are priced according to local incomes, ensuring Londoners are no longer forced to leave the neighbourhoods they call home. Given the extent of the city's housing crisis, London CLT has ambitious plans for growth. These plans include building hundreds of genuinely and permanently affordable homes across the city, accessing land through organising campaigns of local people who fight for CLT homes in their neighbourhood. These campaigns have resulted in the opportunity to deliver on up to nine community-led sites across London.

From September 2020 to March 2021, LCLT will be entering into a strategic review period, focussing on the transition from a campaign-orientated organisation to one that is able to execute the opportunity that our members have fought for. You will help support the Development Lead as needed in the strategic oversight of this process.

MORE ABOUT LONDON CLT

London CLT was set up by its members, which now number over 3,500 across London, to provide permanently affordable homes in a way that has local people at the heart of every decision made.

The organisation's first site, St Clement's, won several national housing awards, has been built by Vistry Homes in partnership with the Greater London Authority (GLA) and Peabody. The project provides 252 new homes, 35% of which are affordable including 58 units for social rent and 23 CLT homes. This was made possible by the Mayor of London and the GLA as the landowner including a CLT as part of the section 106 requirements for the site after a campaign by thousands of east Londoners. In addition to the homes, the entire freehold of the site will be owned by a new community foundation with the approximately £50,000 per year ground rents being spent to benefit the local area, and all 252 homes will be managed by a resident management company, ensuring all decisions are made by those most affected.

Pioneered at St Clement's, each London CLT home is sold at a price linked to average local incomes, guaranteeing they are affordable to many local key workers. This pricing mechanism is then applied to all future sales, so the homes remain affordable to local people in perpetuity. This affordability product is the first of its kind in London. A simple idea, it has profound delivery implications, ranging from negotiation a bespoke grant rate with the Greater London Authority to arranging bespoke mortgages for leases with the income indexed resale price mechanism baked into the lease.

In addition to the homes, London CLT's social impact strategy includes affecting the wider neighbourhood and policy environments of our work. For example, St Clement's will also have a community space at the front of the site that was pushed for during the planning process by London CLT members. Also, London CLT members successfully campaigned to see the GLA include a target for 1,000 community-led homes in London's housing strategy.

Since St Clement's, London CLT has been campaigning in boroughs across London to get the opportunity to do more sites. These campaigns have resulted in 7 sites across the city, at various stages of progress from initial written commitment from the landowner, to entering into a PCSA agreements.

Now, London CLT is moving into the next stage of its journey, the transition from a campaign-orientated organisation to one that is able to execute the opportunity that our members have fought for. Defining this new approach during the upcoming strategic review period is an exciting next stage in the organisation's existence, and will define the most ambitious example of what is possible in community housing in London.

RESPONSIBILITIES

Board Member, General

As a Board member, your responsibilities are laid out in our rules as follows:

- The Board shall direct the affairs of the Society in accordance with its objects and rules and ensure that its functions are properly performed. Amongst its functions shall be to:
- define and ensure compliance with the values and objectives of the Society and ensure these are set out in each annual report;
- establish policies and plans to achieve those objectives;
- approve each year's accounts prior to publication and approve each year's budget;
- establish and oversee a framework of delegation and systems of control;
- agree policies and make decisions on all matters that create significant financial risk to the Society or which affect material issues of principle;
- monitor the Society's performance in relation to these plans, budget, controls and decisions;
- appoint (and if necessary remove) the Chief Executive;
- satisfy itself that the Society's affairs are conducted in accordance with generally accepted standards of performance and propriety;
- and take appropriate advice.

Board Member, Development Specialist

As a development specialist, you will support the Board's Development Lead to determine your exact responsibilities with other Board members during the strategic review. This will likely include a role as a member of a Development Subcommittee. Responsibilities could include the following:

- Consider each project's progress, making recommendations to the full Board regarding whether to progress through each Gateway stage.
- Make recommendations to the full Board regarding organisational approach to development management, raising key organisational risks associated with London CLT's development programme.
- Hold key staff and consultants to account regarding the development and implementation of London CLT's projects
- Ensure the values and ethos of London CLT are upheld in practice by all employees

General responsibilities of all Board members and staff at London CLT

- Manage own administration efficiently
- Role model London CLT's values
- Foster an inclusive, dynamic and socially responsible culture.
- Foster effective teamwork amongst employees

EXPERIENCE, SKILLS & APPROACH

Essential

- At least 10 years' experience working in a built environment profession.
- At least 7 years track record of successful development management, delivering tangible results in housing delivery
- Experience in financial appraisal work associated with development
- Experience of making successful planning applications
- Experience in writing briefs, specifications and tender documents for works and services
- Strong partner management skills, including experience in managing relationships with funders, built environment and financial professionals and colleagues
- Resilience and the ability to work effectively and make decisions under pressure
- Strong organisational, prioritisation and time management skills with the proven ability to coordinate and track multiple projects simultaneously and to meet tight and conflicting deadlines
- Good interpersonal skills and the ability to work effectively with a wide range of high profile partners, volunteers and team members
- Strong analytical and problem solving ability
- Good attention to detail and high standards of accuracy
- Excellent IT skills (Microsoft Word, Excel, PowerPoint, Shared Drive management)
- Excellent written and verbal communication skills and presentation skills
- A commitment to ongoing learning and development
- A deeply held conviction for democratic participation in and the affordability of housing

Desirable, not essential

- RICS, RIBA or RTBI qualified
- Experience in gaining investment into development projects
- Experience of a governance position, e.g. Board member

GENERAL EXPECTATIONS

LONDON CLT'S VALUES

- A belief in people – we will always focus on building the power of people so they have control over their lives and the lives of those they care about. People know their context best; their expertise must be sought and respected
- Innovation – we will never lose our curiosity and enthusiasm for finding creative and new ways of doing things and finding new solutions to problems. We will be brave, take risks, challenge and disrupt the status quo
- Professionalism – we will work efficiently and effectively and will maintain high professional standards, realising that our reputation and success depend on our delivery and the strong relationships we build with residents and members
- Self-determination – we will actively support our employees to direct their own development, contribution and career path and thus fulfil their potential
- Team ethos – we will individually contribute to creating a dynamic, friendly and positive working environment in which we will respect and collaborate with our colleagues to achieve our common goals

TIMETABLE FOR APPLICATIONS

Friday 7 August	Application launched
10 August to 30 August	Application period
Monday 31 August	Closing Date (9am)
Monday 7 Sept	Interview candidates
Tues 8 September	Make offers
Tues 22 September	AGM – first meeting

To Apply:

Please provide a **CV** (no more than 3 sides A4) together with a **supporting statement** (no more than 2 sides) and complete the confidential **Monitoring form**.

The **supporting statement** should demonstrate your suitability for the role and address the key elements of the person specification enclosed in this pack. Please ensure you provide evidence, with recent examples, of your experience.

Send your application (CV/Statement/Monitoring Form) by **email** to:

rec@thehousingexecutive.com

ALL applications will be acknowledged by email or telephone within 24 hours.

If you would like to discuss any aspect of this post or the process, in confidence, please call Tony Clark or Julie Kellaway, directors at The Housing Executive, on 020 7620 3048.

We look forward to receiving your application.

