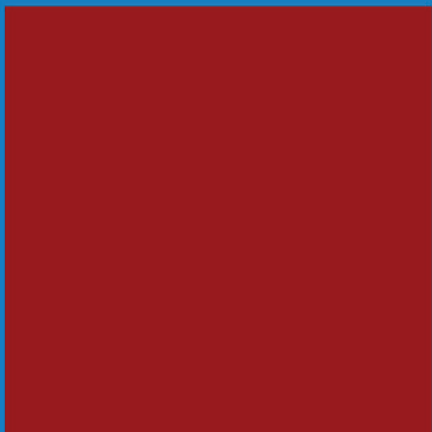


# Recruitment Pack

## Voluntary Board Members



Making A Positive Difference By  
Empowering People And Communities



## A LETTER FROM THE CHAIR

Dear Applicant,

Thank you for your interest in this Board Member recruitment opportunity at Ark Housing.

Ark Housing is a growing housing association and registered charity, committed to providing high-quality social homes and support services across Northern Ireland.

As an organisation, we pride ourselves on strong governance, and these voluntary roles offer an opportunity for us to further strengthen that, whilst offering successful candidates the opportunity to acquire new knowledge and to develop new skills.

We are looking for individuals across a wide range of skills and experiences, including, but not limited to, areas such as financial planning, risk management, third sector governance, law, social housing management, and strategic leadership.

Successful candidates will benefit from a full induction, as well as ongoing training and development opportunities, ensuring you can maximise your contribution as a Board Member.

Enclosed, you will find information about Ark Housing, our structures, our Vision, Mission, Values, and our plans for the future. There is also a brief description of the Board Member role, along with an Expression of Interest form and an Equality Monitoring form for you to complete.

If you believe you have the skills, experience, and commitment to join us, we would be delighted to hear from you. Please return your completed Expression of Interest form by 4pm on Friday, 4th April 2025, to [recruitment@arkhousing.co.uk](mailto:recruitment@arkhousing.co.uk)

Your application will be carefully considered, and if you meet the desired criteria, we will invite you for a brief discussion at a mutually agreed time.

We look forward to hearing from you and thank you once again for your interest.

Sincerely,

**Mr Tom Doran**

Chair

# ABOUT ARK HOUSING

Ark Housing Association was established in 1987 as Down and Connor Housing Association to provide social and affordable homes for those in housing need. In 1999 the organisation was renamed Ark Housing Association to reflect our history and growing ambition.

As a registered social landlord, the Association is required to work within the regulatory framework for Northern Ireland Housing Associations which is the responsibility of the Department for Communities, and we are also registered with the Financial Conduct Authority and the Charity Commission for Northern Ireland.

At our core, we provide a wide range of specialist homes and services to meet the needs of families, older persons, and single person households. Our supported accommodation comprises of residential care, sheltered housing, frail elderly and dementia care, self-contained apartments for those experiencing mental ill health and temporary accommodation for homeless families.

Our general needs accommodation comprises of a range of house types for families and those with mobility and wheelchair design requirements.

Our permanent housing allocations are made in accordance with the Common Selection Scheme for Northern Ireland which is administered by the Northern Ireland Housing Executive.

We operate several successful partnerships with specialist agencies and statutory bodies. Our strategic partners include Threshold, Inspire Wellbeing, Belfast Health and Social Care Trust, South Eastern Health and Social Care Trust, Supporting People and the Northern Ireland Housing Executive.

We continue to be a developing Association and have ambitious plans for growth over the next five years. This growth will enable us to have an even greater impact in the communities we serve.

Our new developments are funded through a combination of private finance with capital funding grants received from the Department for Communities and we are also revenue funded for specialist services by the Department through the Supporting People Programme. This funding enables us to provide bespoke housing support services to our more vulnerable tenants and residents.

In 2023-24, our turnover was in the region of £6.5m with fixed assets of £100m. Our five-year development plan is expected to expand our housing stock by more than 600 units with capital investment in the region of £100m.

## Our Mission, Vision And Values

At Ark Housing Association we pride ourselves on being an innovative and progressive organisation. We nurture open and honest internal and external relationships and we value partnership, collaboration, and professional development.



## Our Mission

**“In partnership, provide quality homes and support services to meet housing need and contribute to the wellbeing of communities”.**

## Our Vision

“Making a positive difference by empowering people and communities”.



## Our Values

**P**

### Progressive

Forward thinking, supporting change and transformational

**R**

### Respect

Treat everyone with dignity and esteem

**I**

### Integrity

Maintain the highest professional and personal standards

**D**

### Diversity & Equality

Value diversity and equality in everything we do

**E**

### Excellence

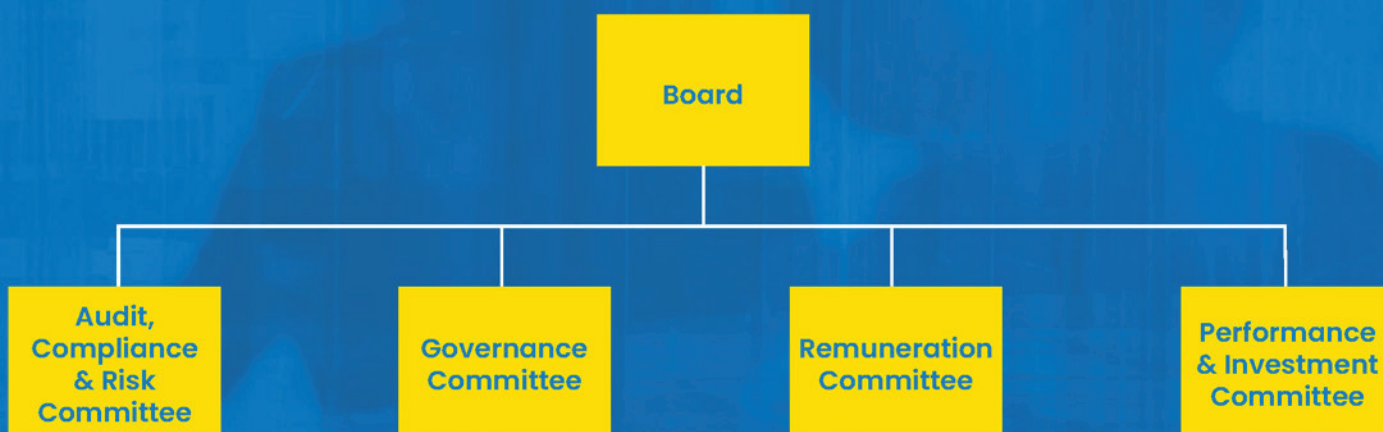
Strive to deliver the highest standards of quality and customer care

# OUR GOVERNANCE & SENIOR EXECUTIVE STRUCTURE

Ark Housing Association is governed by a voluntary Board and its Committees whose role is to lead, direct, and control the work of the Association. The Board ensures the delivery of the organisation's agreed strategic objectives and corporate plans within a framework of statutory and regulatory compliance.

The Board is supported by the Senior Executive Team who is led by the Chief Executive.

## Board & Committee Structure



## Senior Executive Team Structure



## ABOUT THE ROLE

This is an exciting time to be part of Ark Housing's journey. Our voluntary board members undertake a vital role in setting our strategic direction and in meeting the challenges of governance and leadership in the Association as well as a broader role in influencing the development of housing policy and strategy in Northern Ireland.

We are seeking Expressions of Interest from individuals who share in our values and who are willing to commit the time to support our work in addressing housing need within our communities.

We welcome applications from all sections of our community and from persons who can demonstrate skills and experience in one or more of the following areas:

- Community Engagement/Leadership
- Third Sector Governance
- Audit, Compliance and Risk Management
- Social & Housing Policy
- Finance
- Organisational Development and Change Management
- Business Improvement and Customer Excellence
- Strategic Leadership
- Equality, Diversity and Good Relations
- Law
- Building/Construction



At shortlisting stage, preference will be given to those applicants demonstrating significant experience and knowledge in Community Engagement/Leadership; Third Sector Governance; and Audit, Compliance & Risk.

This is a voluntary role, however all out of pocket expenses incurred undertaking the role will be reimbursed.

The average time commitment involved would be in the region of attending up to 10 x two-hour Board & Committee meetings per annum, as well as attending adhoc conferences, training and seminars.

# ROLE OF THE BOARD & BOARD MEMBERS

To ensure the highest possible standard in the management, control, accountability and good conduct of the Association and to determine its Vision, Mission and Values, whilst providing strategic direction through the development of a vibrant and sustainable Corporate Strategy.

All Board Members of Ark Housing Association (herein after referred to as the "Association") are each equally responsible, in law, for the collective actions and decisions of the Board.

They are collectively responsible and accountable for ensuring that the Association is performing well, remains solvent and complies with all its statutory and legal obligations.

They act to guide the organisation towards a sustainable future by adopting sound, ethical, and legal governance and financial management policies, as well as by making sure the Association has adequate resources to advance its mission in delivering quality housing management and related services.

## BOARD MEMBER DUTIES

Board Members have five primary duties towards the Association

- To act as the guardian of the Association
- To make decisions about policy and strategy
- To act as final point of accountability
- To monitor, supervise and control the work of the Association
- To provide a bridge between the organisation and the outside world

In addition, Board Members have a:

- **Duty of Care:** ensuring the prudent use of all of its assets, including housing stock, facility, people, and goodwill;
- **Duty of Loyalty:** ensuring that its activities and transactions are advancing its mission; recognising and disclosing conflicts of interest; making decisions that are in the best interests of the Association; and not acting in the interest of an individual Board Member(s), or any other individual or for-profit entity
- **Duty of Compliance:** ensuring that it complies with all applicable laws and regulations; follows its Rules; and that it keeps to its stated Corporate Objectives.

## Main tasks & responsibilities

- To set the annual and longer-term objectives for the Association and to determine its values, philosophy and culture.
- To enable the achievement of those objectives through the development of appropriate delegated authorities, policies and the employment of staff with appropriate skills and experience.
- To appoint and support the Chief Executive and/or other senior staff (if applicable)
- To ensure that key corporate policies are established for the Association, covering all legal, regulatory and good practice requirements and to approve such policies as determined as matters reserved for the Board.
- To measure and review the performance of the Association.
- To review the activities of the Association from time to time and decide on changes if appropriate or advisable in the interest of the Association.
- To exercise sound financial oversight and to maintain financial viability whilst meeting the Association's objectives through the establishment, approval and monitoring of the Association's budget, treasury plans and expenditure.
- To ensure management of financial risk and protect the public funds invested in the Association.
- To ensure management of wider organisational risks in pursuing the objects of the Association.
- To ensure that the interests and needs of the Association's tenants are considered in all matters.
- To ensure that the Association's newly built or acquired properties are developed to a high standard and within the scheme investment appraisal policy as determined by the Board.
- To ensure that the Association's properties are kept in good repair through the implementation of its response and planned maintenance programmes.
- To be a good employer.
- To promote the accountability of the Association through openness and contact with its communities, representative bodies, strategic authorities and other stakeholders.
- To ensure that the Association conducts its activities to the highest standards.
- To ensure that the Association demonstrates a clear commitment to equality, diversity and good relations.
- To attend Board and Committee meetings regularly and contribute to their effectiveness, having prepared for them by reading the papers and minutes.
- To actively participate in other meetings or events outside the cycle of board and Committee meetings.
- To review the performance of the board to ensure, as a group, it has the capacity, skills and commitment to understand and control the Association.



- To participate in an annual appraisal with the Chair and initiate the agreed actions arising from it.
- To ensure that the Board's Committees are authorised adequately to fulfil their agreed functions, that their meetings are suitably documented and recorded, held at reasonable intervals, and are effective.
- To ensure that effective board governance structures are established and implemented with appropriate delegated authorities, internal controls, risk management and accountability.
- To elect office bearers (if applicable) at the first meeting following the AGM
- To comply with the Associations Code of Conduct and Standing Orders as required.
- To ensure that the organisation remains compliant with DfC registration criteria, funding conditions and performance standards
- To attend functions and other meetings in the interests of the Association.
- To attend appropriate training events and take part in activities designed to improve their understanding, knowledge and skills required for the business of the Association.
- To promote the interests of the Association and as required, speak on behalf of the Board.
- To carry out all tasks and work assigned.
- To be loyal to the Board, colleagues, and the senior management team.
- To respect organisational and individual confidentiality



# SELECTION TIMETABLE

The closing date for completed applications is **4pm on Friday 4th April 2025**. Applications should be sent by email to: [recruitment@arkhousing.co.uk](mailto:recruitment@arkhousing.co.uk)

Responses will only be accepted on the relevant application form. **Please note that CVs will not be accepted.**

The shortlisting process is envisaged to take place week commencing 7th April 2025 with successful applicants invited for interview week commencing 14th April 2025 (subject to confirmation). Further details will be provided to those candidates invited to participate in this stage of the process.

In the event that a candidate is invited to interview but is unavailable on the proposed date and time due to reasons beyond their control, the panel may endeavour to accommodate an alternative arrangement subject to their own availability, although this may not be possible and is not guaranteed unless an adjustment is required in accordance with the Disability Discrimination Act 1995.

## Demonstration of Competencies

Candidates will be required to demonstrate during the selection and assessment process that they meet the relevant criteria as set out

## Short Listing Candidates

Candidates will be selected solely on the information provided in the expression of interest form therefore you should ensure that you answer all sections fully.

## Confidential Equality Monitoring For

To comply with our equality obligations we are required to monitor our recruitment exercises in order to ensure that our recruitment policies and procedures are effective. All applicants are therefore required to complete the Equal Opportunities Form associated with this application.

You should ensure that you complete the Equality Form and return it in a separate envelope addressed to the Equality Officer and marked Private & Confidential or by email along with your completed application form to: [recruitment@arkhousing.co.uk](mailto:recruitment@arkhousing.co.uk)

We will not use data from our equal opportunities monitoring form as part of the selection process.

## Supporting Documents

Documentary evidence will be required if you are shortlisted to attend for interview. This will include photographic identification e.g. passport, driving licence or other form of acceptable ID.

## Disclosure Of Criminal Records

All applicants must complete this section of the form fully and where criminal convictions are disclosed details must be provided of the offence(s) of which the applicant has been convicted and any relevant details relating to the offences.

## Data Protection

All information provided by applicants will be used solely for the purposes for which it is required in this recruitment exercise and will not be disclosed to others except where we are obliged to do so in accordance with the provisions of the General Data Protection Regulations.

## Equality Of Opportunity

Ark Housing is an Equal Opportunities Employer and we welcome applications from all sections of our community. Arrangements can be made for those applicants who require additional support or assistance because of a disability or other consideration which may hinder them in this application process. If you require such assistance, please contact us at this office on **Tel: 028 90 752310** or **Email: [recruitment@arkhousing.co.uk](mailto:recruitment@arkhousing.co.uk)**

## General Points

The application form, if completed by hand, should be completed in black ink and must be legible. If submitted by post, please make sure that you leave plenty of time for your application to be received by the closing date & time. Please remember that **late applications will not be accepted.**

Ensure that you have signed and dated the application form. Electronic signatories are acceptable on emailed applications.

Do not send any supporting documentation with this application form. We may ask for such documents if your application is successful and you are short listed for interview.

Please ensure that you have the permission of your nominated referees to act on your behalf and that they agree to provide you with a reference.

Canvassing on behalf of your application will disqualify your application.



## Contact Us:

**PHONE:** 028 9075 2310

**EMAIL:** [info@arkhousing.co.uk](mailto:info@arkhousing.co.uk)

**ADDRESS:** Ark Housing Association  
Unit 1, Hawthorn Office Par  
43 Stockmans Way  
Belfast BT9 7ET

 [www.arkhousing.co.uk](http://www.arkhousing.co.uk)

 [twitter.com/arkhousing](https://twitter.com/arkhousing)

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If you require this information booklet in an alternative format please contact us at

 [recruitment@arkhousing.co.uk](mailto:recruitment@arkhousing.co.uk)  **028 9075 2310**