

# Recruitment Pack

**Board Member**  
**April 2025**



Inclusion



Collaboration



Kindness



Customer-focused



Adaptability

***We partner with customers and communities to shape places people are proud to call home.***

Dear applicant,

Thank you very much for your interest in this post. On the following pages, you will find details of the role and the selection process to assist you in completing and tailoring your application. In order to apply, you should submit the below on your application via Networkx (our recruitment platform):

- An up-to-date CV which shows your full career history – we recommend that this is no longer than two pages.
- A supporting statement which is built into your application form on Networkx explaining why you are interested in this role, detailing how you are a good candidate for this post and how you fulfil the person specification – we recommend that this is no longer than two pages.
- The declaration form which is built into your application form on Networkx – however, completion of the equalities section is not mandatory, this is requested for monitoring purposes in line with our commitment to equality and diversity.

You should submit your application via Networkx, our recruitment platform, which can be found here: <https://www.greatwellhomes.org.uk/careers/>

Please note that we only accept applications from applicants who live in the UK.

**Applications must be received by 12 Noon on Wednesday 21<sup>st</sup> May 2025.**

Please do contact our HR team on 01933 234492 or email [HR@greatwellhomes.org.uk](mailto:HR@greatwellhomes.org.uk) if you wish to have an informal discussion with our CEO, Jo Savage, or a Board Member, about the role and organisation or if you have any other questions to help you decide whether to apply. These conversations will take place on Friday 16<sup>th</sup> May 2025.

Regards

Julie Robinson

**Executive Director & Company Secretary**

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## Board Member Advert

Greatwell Homes is a provider of affordable housing and support services in the East Midlands. We own and manage over 5,000 homes with a £ 27 million turnover and our mission is “We partner with customers and communities to shape places people are proud to call home.” We pride ourselves on being a forward-thinking progressive housing association reflective of what is an ever-changing sector. With housing being high on the public’s agenda, Greatwell Homes continues to grow.

We are looking to fill two vacancies on our Board with individuals who can strengthen our existing skills-based Board by bringing high-level knowledge and experience in one or both of the below areas:

- Treasury
- Asset Management

The successful applicants will be a member of our Board and a member of one or more of the following committees:

- Audit and Risk
- Board Effectiveness and People
- Customer Assurance

The successful applicants will be appointed at the July Board meeting however their term of office will commence in September 2025. The Board typically meet online however there are approximately four in-person meetings a year, of which two also include overnight stays.

As a full Board Member, the remuneration is £5,955 p.a. plus reasonable expenses.

We welcome applications from people of all ages, backgrounds, and communities, and seek to improve the collective diversity of thought and experience across our Board. We will make reasonable adjustments to the selection process if required.

There will be a two-stage interview process for these vacancies. The first stage interviews will be held online on the 4<sup>th</sup> and 6<sup>th</sup> June with the Chair of the Board and the CEO. The in-person second-stage interviews will be held on 24<sup>th</sup> or 25<sup>th</sup> June 2025 at Unit 7, Midlands Business Units, Finedon Road, Wellingborough, NN8 4AD with the CEO, Chair of Board Effectiveness and People Committee and the Chair of the Customer Assembly.

Full details about this role, including the recruitment pack, can be found at <https://www.greatwellhomes.org.uk/careers> alternatively you can request a pack directly by emailing [HR@greatwellhomes.org.uk](mailto:HR@greatwellhomes.org.uk)

**To apply please submit your application via the Networx website by 12 noon on Wednesday 21<sup>st</sup> May 2025.**

## Remuneration

Remuneration for Board Members is paid in line with the Board Remuneration Policy.

The role of Board Member is paid £5,955 plus reasonable expenses.

Board Member remuneration is reviewed every two years as part of the terms and conditions review. This was last reviewed in April 2024 and will be reviewed again in 2025/26. Cost of living is applied every year.

Terms of office for a Board member are typically three years with the opportunity to extend to a maximum of 6 years. For these roles, we will be staggering the first term of office to ensure effective succession planning.

We anticipate a time commitment in accordance with the schedule of meetings provided and preparation. This will typically include attendance over a twelve-month period via virtual Board and committee meetings using Microsoft Teams along with an anticipated four meetings per year in person. Board members are also asked to join Task and Finish Groups as required.

The nature of this role makes it impossible to be specific about the maximum time commitment required; however, we would typically say two days per month should be devoted to this role. You may be required to devote additional time to the Association from time to time, particularly when the Association is undergoing a period of increased activity. At certain times, it may be necessary to convene additional Board, committee, or general meetings.



# Greatwell Homes

## **Mission**

***“We partner with customers and communities to shape places people are proud to call home.”***

## **Corporate Objectives**

Our Live Greatwell + Corporate Plan 2025 – 2028 is based around five main strategies:

1. Live proud
2. Live green
3. Live smart
4. Live happy
5. Live safe

To find out more about Live Greatwell + please visit <https://www.livegreatwell.com/>

Our Board behaviours are:

1. Inclusion
2. Collaboration
3. Kindness
4. Customer Focus

## Welcome Letter

Dear Applicant,

I am so pleased that you are interested in considering what we at Greatwell Homes believe is a great opportunity to come and be a part of our organisation in this exciting role.

We have seen a lot of change throughout the last few years; much more use of digital communications with our customers and the introduction of new technology to help our staff work more flexibly.

In April 2025, we launched our Live Greatwell + corporate plan, an extension of our Live Greatwell corporate plan, which our customers, staff and stakeholders played a major role in shaping. The Plan has five main strategies; Live proud, Live green, Live smart Live happy, and Live safe and each strategy puts our customers at the core of everything we do.

We are confident that we have a great team to achieve this. A team that is committed to deliver our mission **to partner with customers and communities to shape places people are proud to call home.**

We work in both urban and rural areas and as the main provider of social housing in these areas; we need to use all of our creativity and commitment to ensure that our business remains efficient so that we can continue to make a real difference to the lives of our customers.

As well as the general skills and experience set out in the person specification, we have particular requirements in this recruitment for someone with a strong background in one or both of these areas: Treasury and Asset Management. The successful candidates will be members of one or more of the following committees: Audit & Risk, Board Effectiveness and People and Customer Assurance.

The next few years will inevitably bring further change and new challenges. If that doesn't deter you and inspires you, then read on to find out more about who we are as an organisation and how you can be a part of our future.

I very much look forward to receiving your application and wish you well.

Mike Kay

Chair of Greatwell Homes

## The Board



### **Mike Kay (Chair)**

Recently retired, Mike has spent the last 28 years in Social Housing, the last 20 years in executive positions. A Chartered Building Surveyor, he has over 45 years' experience of property management and property development. Mike has substantial local knowledge and understanding, having worked for over eight years as Chief Executive of Northampton Partnership Homes. Mike also has significant experience as a non-executive director.



### **Gurmeet Singh Viridi (Vice Chair and Chair of Customer Assurance Committee)**

Gurmeet has over 30 years' experience in housing having worked in both the public and private sectors. Now choosing to "give something back" he is currently in a couple of NED roles and contracting in Supported Housing for a charitable organisation where his role is in service development. Gurmeet helps build and sustain successful partnerships that add value to people's lives, helping them to belong, contribute and thrive in their communities. Gurmeet is a change catalyst helping organisations grow, improve services, and meet their customer needs



### **David Beale (Chair of Audit and Risk Committee)**

David has significant experience in banking specifically treasury assets and capital markets, credit risk and risk governance, debt funding to the social housing and commercial real estate sectors. He has held senior positions with Nationwide Building Society, Santander, Merrill Lynch and Standard and Poor's. David is currently acting as a consultant to the financial sector.



### **Jo Robinson (Chair of Board Effectiveness & People Committee)**

Following a 30-year career in social housing, she is now retired. Originally a Valuer, she was most recently responsible for governance, regulatory compliance and tenant involvement at a large housing association in the Southeast. Jo is a great supporter of customer involvement and the benefits this can bring to services, operations and strategy.





#### **Helen McGregor (Chair of ARC designate)**

Helen McGregor brings 17 years of experience within the social housing sector with expertise in asset management & sustainability. She is a chartered member of the Chartered Institute of Housing and an associate member of the Royal Institute of Chartered Surveyors. Helen's recent career includes leadership roles at G15 organisation Notting Hill Genesis as Director of Asset Management and Director of Repairs. Prior to this Helen led the Asset Management service at Notting Hill Housing Trust. Helen is now a Director for McGregor White Architects who specialise in design and delivery of sustainable homes for affordable housing providers.



#### **Kevin Edwards (retiring September 2025)**

Kevin is a Partner at a social housing specialist firm in the southeast and specialises in social housing law. With approaching 20 years of experience in the sector Kevin has worked within both the public and private sectors advising numerous national and regional housing associations and Local Authorities on their acquisitions, disposals and stock rationalisation, as well as providing training to clients and the wider social housing sector on legislation changes and best practice.



#### **Maana Ruia**

A finance professional with 25 years' experience in capital markets and investments, with an innate understanding of the challenges of growing a business while embedding sustainability goals, processes and messaging internally & externally. Strong financial analytical skills with the ability to evaluate data and information quickly, drawing constructive conclusions. Extensive project management expertise. Engaging with key stakeholders to shape and deliver recommendations to Boards on financial, strategic and ESG messaging with the focus on constructive, respectful Board level discussions. Former analyst and Fund Manager, CFA Certificate in ESG Investing.



#### **Nabeel Irshad**

Currently working for Mastercard, a global technology company in the payments industry, he leads its UK and Ireland government business – working closely with a wide range of banks, payments companies and industry partners to champion the use of technology to facilitate more effective payments in the public sector and leverage payments data to enhance policy development and evaluation.

Before Mastercard, Nabeel spent five years working at Metro Bank, one of the UK's first challenger banks. There, he worked in both the products and

finance teams to build propositions, develop business change cases, and procure new services. Earlier in his career, Nabeel worked as a management consultant leading projects across Europe, the Middle East, and N. America and prior to that, he was a senior political adviser. Nabeel also sits as a board observer with ACIS group, a housing association based in Gainsborough.



#### **Andrew Dale**

Andrew brings 14 years of experience in the Social Housing sector and is currently Deputy Director of Digital, Data and Change at Newport City Homes in South Wales. Andrew also has additional experience in the manufacturing, distribution and financial services sectors.

## The Executive



**Jo Savage, Chief Executive**

Jo joined in November 2014 as Chief Executive and has worked in housing since 1987. She started her career as a Housing Officer and has worked for one council and four Housing Associations, gaining a promotion with each new job role. She is a fellow of the Chartered Institute of Housing. She has served on and chaired a number of Boards including the National Housing Federation in the East Midlands. She is currently Vice Chair of First Garden Cities Homes and a member of the PlaceShapers Board.



**Julie Robinson, Executive Director & Company Secretary**

Julie joined in June 2016 and has over 20 years' experience in the housing sector. She is a qualified accountant and previously been Director of Resources at Watford Community Housing Trust. With extensive knowledge of housing finance, treasury, governance, development and business planning, Julie is able to ensure that organisations achieve financial success and continued viability. She is also a Board member at WATMOS and a Trustee at Encompass charity.



**Chris Holloway, Executive Director**

Chris has been Executive Director since September 2023, and originally joined the organisation in 2018 as Head of Housing and Neighbourhoods. He is a member of the Chartered Institute of Housing and has over 15 years of housing management experience across local authorities and housing associations.

## Role Profile

### Purpose

Board members are responsible for the overall governance and strategic direction of the Association; and ensuring its continuing financial viability:

Board members should:

- Exercise independent judgment, reasonable care, skill and diligence.
- Act in accordance with the rules and promote the success of the Association.
- Uphold the National Housing Federation's Code of Conduct and other codes of conduct, standards inside and outside meetings.
- Be highly accountable to a variety of stakeholders including customers and establish regular communication to consider feedback.
- Have regard to any relevant advice provided by the executive, work with them effectively and hold them to account for running the Association.
- Demonstrate a strong commitment to equality, diversity, and inclusion.
- Example: To contribute experience, insight, and expertise to steer and direct Greatwell Homes to achieve its corporate objectives in line with the Association's values, vision and mission. They will support the Chair and the rest of the Board in ensuring good governance, financial viability and compliance with the appropriate regulatory and legal frameworks.

### Key responsibilities

**Performance, development, communication and relationships** – to attend training, induction and other events, to participate openly and honestly while maintaining good working relationships with Board Members and employees as well as representing the organisation and acting as an ambassador.

**Effective meetings and decision making** - to fully prepare for, attend and participate in, meetings of the Board and its committees along with constructively questioning and challenging reports and decisions.

**Working with employees** - to recognise the Association's duty of care as an employer, recognising EMT's responsibilities for management and supervision and ensure appropriate succession planning is in place for the members of the EMT.

**Strategic leadership** - to help develop the mission, corporate plan, business strategies and key policies while upholding and demonstrating the values. To set and monitor objectives, performance targets and benchmarks for the business.

**Good governance** – to ensure legal and regulatory compliance, the integrity of financial information and to ensure robust frameworks are in place for financial planning, management of risk, internal controls and the safeguarding of assets, compliance and reputation of the organisation.

## Person Specification

### Competencies

- Strategic thinking and direction
- Analysis and understanding
- Decision making
- Communication and Interpersonal skills
- Team working and development.
- Organisational purpose and ethos

## Board Behaviours

### 1. Inclusion

- Be open-minded – encourage difference.
- Listen to and value each other's contributions.
- Give space to different styles.

### 2. Collaboration

- One team ethos between Board and EMT
- Good quality constructive challenge and debate: not just approval
- Read the papers, research and prepare questions including asking in advance

### 3. Kindness

- Respect each other
- Support each other
- Check our egos – we're all human

### 4. Customer Focus

- Listen to and reference the customer voice (including those that are hard to hear) – stay connected to the community.
- Check impact from the previous decision-making, learn from the past and link to the corporate plan.
- Promote the Boardroom – share decision making and be transparent -what is agreed and what is not and why.

## Board Information

### **Board and Committee meeting dates**

Board Members are expected to attend Board meetings, training sessions and the annual off-site event. Additional attendance as a Committee Member is required. Please note that the majority of our Board meetings will be held virtually with some strategic board sessions being held in person.

Meeting	Date	Time
Board Stock Tour (In person)	24 September 2025	11:30 am – 4 pm
Board Offsite (In person) with overnight stay	25 – 26 September 2025	-
Board Effectiveness and People Committee (online)	16 October 2025	4pm – 6pm
Board Strategic Meeting (online)	30 October 2025	4pm – 7pm
Customer Assurance Committee (online)	6 November 2025	1pm – 3pm
Audit and Risk Committee (online)	6 November 2025	4pm – 6pm
Board Meeting (online)	4 December 2025	4pm – 7pm
Board Business Plan and Budget Workshop (In person)	22 January 2026	9.30am – 4pm
Customer Assurance Committee (online)	05 February 2026	1pm – 3pm
Audit and Risk Committee (online)	05 February 2026	4pm – 6pm
Board Effectiveness and People Committee (online)	12 February 2026	4pm – 6pm
Board (online)	26 February 2026	4pm – 7pm
Board Strategic session (online)	12 March 2026	4pm – 7pm
Board Effectiveness and People Committee (online)	23 April 2026	4pm – 6pm
Customer Assurance Committee (online)	07 May 2026	1pm – 3pm
Audit and Risk Committee (online)	07 May 2026	4pm – 6pm
Board (online)	21 May 2026	4pm – 7pm

Customer Assurance Committee (online)	9 July 2026	1pm – 3pm
Audit and Risk Committee (online)	9 July 2026	4pm – 7pm
Board Effectiveness and People Committee (online)	16 July 2026	4pm – 6pm
Board Meeting and strategic session (In person)	23 July 2026	9.30am – 4pm
Board Meeting (online)	3 September 2026	4pm – 7pm



## Key Dates and The Selection Process

### Closing date:

**12 noon on Wednesday 21<sup>st</sup> May 2025.**

### Long Listing:

Applications will be longlisted **week commencing 26<sup>th</sup> May 2025.**

We will advise you of the outcome of the longlisting on or by Friday 30<sup>th</sup> May 2025

### First stage interviews:

Applicants will be invited to a first stage online interview with our Chief Executive and the Chair of the Board which will take place on **Wednesday 4<sup>th</sup> or Friday 6<sup>th</sup> June 2025.**

We will advise you of the outcome of this process on or by Friday 13<sup>th</sup> June 2025.

### Final interviews:

Shortlisted candidates will be invited to interview at our Wellingborough office on **Tuesday 24<sup>th</sup> June or Wednesday 25<sup>th</sup> June 2025.** The interviews will be conducted by an interview panel that includes the Chair of Board Effectiveness and People Committee, the Chief Executive and the Chair of the Customer Assembly.

### Successful candidate:

Formal appointment will take place at the Board meeting on 24<sup>th</sup> July 2025.

The successful candidates will be required to attend a 2-day off-site event in person at the Hilton Northampton, 100 Watering Ln, Collingtree, Northampton NN4 0XW on 25<sup>th</sup> & 26<sup>th</sup> September 2025.