



Board Trainee Programme Recruitment Pack



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Welcome to WDH

Thank you for your interest in the Board Trainee Programme at WDH

WDH is committed to the principles of equality, diversity and inclusion (EDI) and through our EDI Policy and accompanying action plan we are taking practical steps to embed these principles into the way we work.

We have joined up with the Housing Diversity Network (HDN) to deliver a two year learning, development and mentoring programme, to support and nurture a more diverse cohort of future Board members in the housing sector.

We are keen to provide Board experience for those individuals who may find there are barriers in the way of access to such opportunities, with the longer term outcome that they become full Board members, either at WDH or elsewhere within the housing sector.

You do not have to have any previous specific experience in social housing but you do need to be passionate about what we do and the positive impact we want to make on people's lives and communities.

We will support you through the programme, offering opportunities to observe our Board and Committee meetings and providing a structured induction and development opportunities, as well as paying you an allowance for participation plus reasonable expenses.

Our aim is for our recruitment process to be as inclusive as possible, therefore if you need any support or assistance with your application, please do not hesitate to contact Claire Hudson at clairehudson@wdh.co.uk

Alternatively, if you want to have an informal chat with our Service Director – Corporate Services about the opportunity, then drop Paddy Needham an email at pneedham@wdh.co.uk and we can set up a phone call when it is convenient for you.

This is an exciting time to become part of WDH, so please do read on for further details about this opportunity and we hope to hear from you soon.



Andrew McConnell,
Chair



Andy Wallhead,
Chief Executive



About us

Established in 2005, we are West Yorkshire's largest charitable social housing provider with over 32,000 homes within the Wakefield district and our wider operating area across the north of England. We provide more than just homes where people want to live, we support people to develop and live healthy, confident lives. We pride ourselves on delivering services for the good of our communities.

Our vision

Our tenants and customers are at the heart of everything we do and our vision 'to create confident communities' means that we deliver services over and above the role of a traditional landlord.

Our [2025 Business Strategy](#) sets out our priorities and targets, that we will work towards and help us achieve our 2025 milestone.

Milestone to 2025



Making real change through social outcomes

by working collaboratively and inclusively to deliver services people want and need.

Our mission

Our mission is to:

Inspire...

our employees, tenants and partners to achieve their ambitions and deliver social change across our communities.

Transform...

our neighbourhoods and services to ensure they are responsive and adaptive to future needs and demands.

Promote excellence...

to ensure we continue to maintain the highest standards in all we do and increase customer, tenant and employee satisfaction.

Our values

Our values are aligned to reflect our aspirations for what we want WDH to be.

Be creative...

in our approach to everything we do, challenging ways of working, introducing new innovations and learning from others, and integrating with partners to deliver services to our tenants and communities.

Be inclusive...

in our approach, working with our tenants, communities and partners to care for our local communities and ensure fair access to locally delivered services.

Work with integrity...

ensuring we are professional in all we do and honest and transparent in the decisions we take, listening to the views of our tenants and communities.



Further information

To find out more about us, click on these links for [our accounts](#) and [annual report](#), as well as [our EDI Annual Report](#).

We know that not everyone will feel they have the skills, knowledge or experience to be successful in securing a Board position. This programme is designed to provide the opportunity for you to develop your skills, knowledge and confidence – so we are not looking for the finished article.

HDN developed the programme in recognition of the lack of diversity across housing association boards. The programme will develop a diverse group of individuals who:

- understand strategic performance;
- grasp risk;
- are open to creativity and finding new ways of working;
- maintain their diversity of skills, thought and experience to hold us all to account;
- exercise sound leadership and judgement; and
- would be an asset to any organisation.

During the programme you will develop a range of skills and knowledge in the following areas:

- governance and regulation of housing associations;
- Government housing policy direction, strategy and impact;
- diversity of thought – to using your skills in the boardroom;
- role of audit and internal controls assurance;
- value for money and management of risks;
- understanding financial reporting and treasury management;
- customer engagement – understanding our customers;
- health and safety assurance;
- business transformation; and
- managing assets.

It is hoped that on completion of this programme you will have acquired the knowledge and experience that will allow you to be ready to make a successful application for a Board Member position.

What's involved?

If you are selected onto the trainee programme, you will take part in a two year scheme and will be able to access:

- A comprehensive introduction to WDH, as well as having access to the same network and development opportunities as our Board members.
- Ongoing support from the HDN who will also provide training and networking events to help equip you with the skills and knowledge to enable you to operate in a Board level environment.
- Support through mentoring schemes.
- WDH's Board and committee meetings as an observer to experience what you have learned and support your learning.
- Development exercises (such as mock Board meetings and development sessions with other trainees on the programme).
- Support from WDH Board members and Executive Team.

Expectations

You are expected to show commitment to your personal training and development during your time on the programme.

You are expected to respond promptly to communications from HDN and WDH during the course and whenever possible within any specified response deadlines.

You are expected to abide by our Code of Conduct. You must ensure that all information obtained during the programme is dealt with confidentially in accordance with the law and / or policies and procedures.

You are expected to attend all the HDN Board Diversity Programme events (held virtually or face to face) and meet with your mentor between these events. A schedule of attendance at WDH Board / committee meetings will be arranged with you.

Additionally, you will be invited to attend induction events and Board development sessions during the two years. Failure to attend without good reason may result in the termination of your participation on the programme.

You are expected to participate fully in evaluations of your own progress through the programme and contribute to the assessment of the Board Diversity Programme's success overall. Supported by HDN and WDH, you will be expected to take ownership of your own development through the programme.

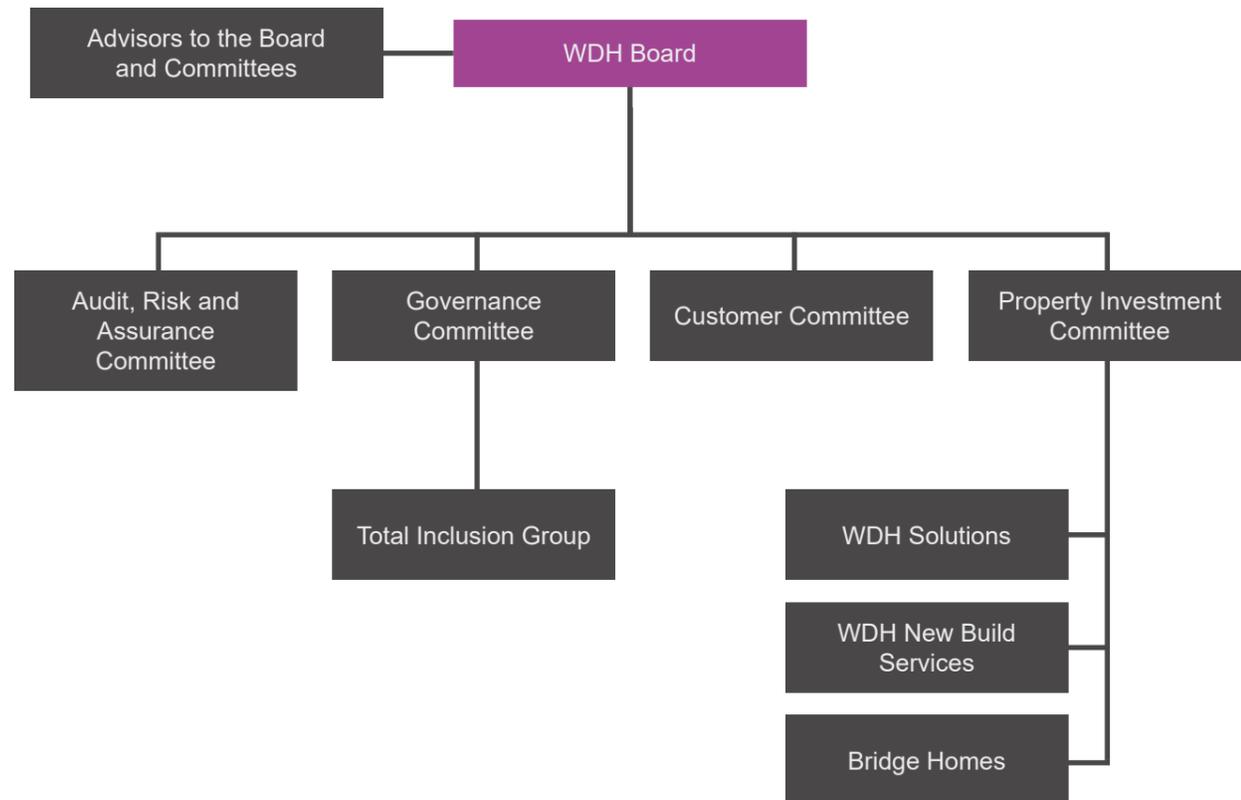


Person specification

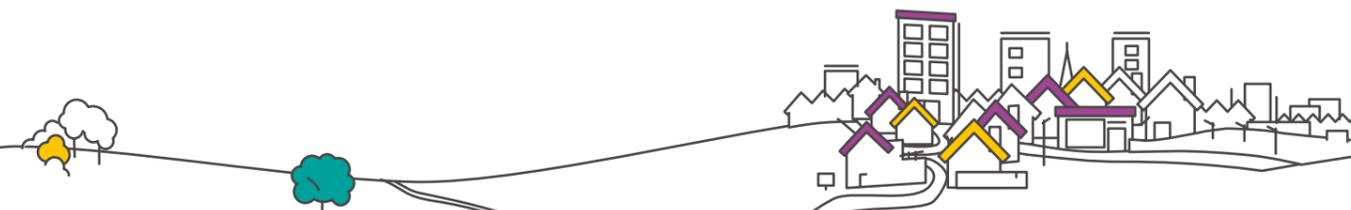
Criteria	Essential / Desirable
Personal Skills / Qualities / Knowledge	
Commitment to the Vision, Mission and Values	Essential
Involvement in a business relating to or complementing the activities of the Association or a voluntary sector / public sector organisation	Desirable
Ability to participate in and contribute to meetings and to reach a consensus with fellow Board members	Essential
Good listening and communication skills.	Essential
Knowledge of the social housing sector	Desirable
Good awareness of EDI issues	Essential
Good grasp of strategy and understanding of delegation	Essential
Ability to manage personal and corporate relationships	Essential
Time to attend meetings of the Board and appropriate committees and deal with other issues applicable to role.	Essential
A display of the qualities we are looking for in our trainees (as noted in the application form).	Essential



Governance structure and responsibilities



WDH Group Board			
Sets strategic direction, monitors finance and performance, determine risk appetite, ensures compliance and delegates to committees and Corporate Management Team			
Customer Committee	Property Investment Committee	Governance Committee	Audit, Risk and Assurance Committee
<p>Ensures and oversees tenant voice, insight and scrutiny of services to shape decision making</p> <p>Monitors all service delivery performance</p> <p>Considers improvements to the customer experience</p> <p>Ensures compliance with Consumer Standards</p> <p>Ensures effective approach to complaint handling</p> <p>Oversees community investment</p>	<p>Approves development schemes</p> <p>Reviews Asset Management Strategy and regeneration plans</p> <p>Monitors Reinvestment Programme</p> <p>Oversees approaches to property compliance and Building Safety</p> <p>Monitors performance of joint venture and subsidiaries</p>	<p>Agrees approaches for governance improvement</p> <p>Ensures compliance with code of governance</p> <p>Reviews Board skills and succession and oversees Board effectiveness</p> <p>Reviews Board and employee remuneration</p> <p>Reviews People Strategy</p> <p>Oversees EDI plans and performance</p> <p>Oversees approaches to corporate health and safety</p> <p>Oversees safeguarding activity</p>	<p>Agrees Risk Management Policy and reviews risk framework</p> <p>Approves external and internal audit plans</p> <p>Reviews probity arrangements</p> <p>Assets and Liabilities</p> <p>Oversees legal compliance</p> <p>Ensures compliance with Economic Standards</p> <p>Reviews approaches to data integrity, IT Strategy and security</p> <p>Oversees business continuity</p>



Key terms and conditions

Remuneration

We will pay you a fee of £1,500 per annum plus reasonable expenses.

Time Commitment

As part of the two year programme you will be expected each year to fully commit to and attend:

- Four training events
- Six mentor meetings
- Four support meetings
- Participate in the HDN Board Excellence Certification Programme (currently online 12 x two hour sessions)
- Prepare for and observe up to 10 Board and Committee meetings.

Meetings

WDH Board and Committee are held in Castleford (near the M62 and A1), with the option to attend through Microsoft Teams where required. Most meetings take place on a Thursday at 4 pm for up to three hours but can take place on alternative days from time to time.

How to apply

If you wish to apply, please submit the following documentation to boardmembers@wdh.co.uk

- An up to date CV including details of two referees.
- Completion of the Board Trainee Programme Application form, to outline why you are interested in joining the programme, what you hope to learn from it and what experience and perspectives you have which will address the criteria in the personal specification.
- The Diversity Monitoring Form, noting that completion of this is not mandatory, as this is requested for monitoring purposes in line with our commitment to EDI.

Key dates and the selection process

Closes: Sunday, 17 December 2023

We will be in touch by Friday, 22 December 2023 to let you know the outcome of your application.

Interview: Thursday, 11 January 2024

There will be a final in-person panel interview led by Andrew McConnell, Board Chair, and another Board Member. A representative from HDN will also be in attendance.

If you are unavailable on the identified dates for interview, please do speak to us before making an application.



Accreditations



Wakefield and District Housing Limited

A charitable Community Benefit Society registered under the Co-operative and Community Benefit Societies Act 2014. Register Number: 7530

Registered Office:
Merefield House
Whistler Drive
Castleford
WF10 5HX

OneCALL: 0345 8 507 507

We are committed to giving everyone equal access to information. If you would like us to communicate with you in a different way, or receive written information from us in another format, please phone 0345 8 507 507 or email onecall@wdh.co.uk

Vision
to create confident communities

Mission
to inspire, transform and promote excellence

Values
to be creative, inclusive and work with integrity