



You matter | Ti'n cyfri

TPAS Cymru Board Recruitment Pack



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Welcome to TPAS Cymru

TPAS Cymru has supported social housing tenants and landlords across Wales to develop effective participation in Housing for over 30 years

Here's a quick word from our CEO and Chair of the Board



Thank you for your interest in becoming a Board Member. Following a skills review we are looking to recruit additional board members. We want a strong board to offer the best possible support and advice to our experienced staff team and deliver good governance.

Being a Board member requires commitment and motivation but can be hugely rewarding and a great way to develop personally.

We welcome applications from people with different backgrounds both professional and lived experience and there is no requirement to be part of the social housing Sector

Finally, this pack will illustrate what it is like to be on the Board of TPAS Cymru and how you apply.

We very much look forward to hearing from you.



David Wilton
Chief Executive



Emma Parcell
Chair

Why join the TPAS Cymru Board?

- ✓ Learn new skills / knowledge
- ✓ We are small enough to adapt quickly, big enough to make a difference
- ✓ Be part of a collaborative, knowledgeable and friendly Board
- ✓ Attend and contribute to our well-respected events
- ✓ Reasonable expenses covered



Role of Board Member

The main purpose of the role is strategic leadership, ensuring that TPAS Cymru is well run and delivers its Welsh Government programme on tenant involvement.

Key Responsibilities are:

- Set and oversee the long term strategic direction
- Oversee our responsibilities to our employees
- Manage risk of the business
- Approve key policies and make decisions about key matters
- Ensure the Board fulfils its duties and responsibilities for the proper governance of the organisation, including compliance
- Ensure performance is monitored and managed through internal controls



Role of Board Member

Key Responsibilities cont....

- **Ensure an effective business plan and budget is in place and that the business remains financially viable**
- **Develop and encourage good working relationships by working cooperatively with other Board members and key employees of TPAS Cymru**
- **Uphold the code of conduct and reputation of TPAS Cymru**
- **Promote equality within our work**
- **Maintain confidentiality**
- **Behave in accordance with the values of TPAS Cymru and uphold the reputation of the business at all times through acting in a professional and positive manner**



Skills/Experience



We are keen to ensure that we are representative of our communities in Wales. We welcome all applications but we are particularly looking for applicants that can boast our Board knowledge on areas such as;

- 1. Budgeting, planning and accounting**
- 2. Public Relations and Communications**
- 3. Charity/non-profit Governance**
- 4. Business development**
- 5. IT/ Digital Skills inc E-security**
- 6. Building Safety**
- 7. Local Authority housing experience**
- 8. Applicants from a minority group or with experience of working with minority groups**
- 9. Welsh speakers or rural communities**

Please note your experience does not need to be gained in a professional setting and can be from personal lived experience

Role of Board Member

Person Specification / Qualities

- **Working Together / Respect / Professionalism / Learning & Improving**
- **Ability to influence and persuade at the highest levels**
- **Strong team player with a collaborative working style**
- **Ability to build strong relationships with a range of stakeholders. Personal integrity and commitment to openness, inclusiveness and the maintenance of high standards.**
- **Thinks strategically with the ability to review and interpret complex data, spot risks and evaluate options.**
- **Personal integrity and commitment to openness, inclusiveness and the maintenance of high standards**



Role of Board Member

Person Specification / Qualities

- **Thinks strategically with the ability to review and interpret complex data, spot risks and evaluate options.**
- **Confidence to challenge, ask questions with an appropriate level of detail.**
- **Shows independent judgement and original thought and actively participates in decision making.**
- **Prepared to take difficult decisions and measured risks**
- **Aware of political, economic and social factors which impact upon the organisation and our customers.**
- **Supports the collective ownership of decisions once agreed irrespective of position.**



Interested?



1) Complete an applications form and skills matrix

2) If you have any questions, please get in touch.



WHAT HAPPENS NEXT?

- 1.** If you are shortlisted you will be invited to a video meeting with a Chair, Vice Chair & CEO. It's so we can discuss your application in more detail and get to know you.
- 2.** Any potential candidates will then be invited to attend one of our Board meetings so that i) the wider Board can get to meet you and ii) you can see if the position interests you.
- 3.** If the Board approves your application, you will be appointed for a fixed term

You must have some questions by now?

Q. Will I have an induction?

A. Yes there will be an induction programme tailored to you specifically with your input.

Q. How much time will I need to dedicate to the TPAS Board?

A. We hold quarterly Board meetings usually online and 1 face to face away day

B. In addition to attending meetings there are often subgroups we would like you to get involved in on specialist areas such as governance / recruitment etc.

TPAS also has events which we would encourage you to attend and contribute to wherever possible.

Q. How long do I sit on the board for?

A. Our standard term is for 3 years but this can be extended up to 9 years.

Q. Can I apply if I am connected to a housing, care or support organisation?

A. Yes, several of our members have these connections and we would welcome you and your skills / knowledge to our Board. However, we are equally open to applications from people from other sectors or organisations.

Q. Any age restrictions?

A. Legally you do need to be 18+ but other than that, absolutely not. We welcome members from all age groups, ethnicities, social and economic backgrounds – we want to have inclusive Board at TPAS Cymru where many difference voices are respected and heard.

Q. I can see that you have offices in North and South Wales – where do you meet?

A. We currently meet remotely most of the time as we are a pan-Wales organisation.

Concerned you don't meet all the criteria? *Apply anyway!*

Too often, people don't apply for Board position like this, because feel they have the relevant skills or experience of being on a board.

TPAS Cymru are not tick box people, we want to know what you can offer, and your application should reflect that. If you have the right attitude and basic skills, we can offer training and development opportunities to ease into this Board role.



What does it mean to be on the TPAS Cymru Board?



“Being a board member for TPAS Cymru gives you an opportunity to contribute positively by promoting our values and to be at the heart of shaping housing in Wales.

I find that being a board member I’m able to provide a vital role by ensuring strategically we are aligned to Welsh Government agenda and the aspirations of tenants and landlords alike. You should be passionate in supporting tenants of all tenure’s, supporting landlords and be part of a team at the forefront of promoting tenant involvement.

This is a great opportunity for someone who feels passionate about rented housing and wants to make a real difference. Board members have a variety of skills and experience which is used to great effect in supporting each other in delivering the aims of TPAS Cymru.

**Les James,
Carmarthenshire County Council**



What does it mean to be on the TPAS Cymru Board?



Being part of the TPAS Cymru's Board has been an amazing experience and something that I never thought was possible as a tenant.

Working with a mix of tenants and professionals on the board who all share the same passion for housing within Wales is fantastic. We believe in the same principle, wanting tenants to have real engagement, a voice, and be part of the Housing decisions within Wales.

As a board member I've learnt how lived experience is as important as a professional housing qualification. I've had opportunities to grow and gain new skills. I've now become the Vice-Chair, and believe tenants are capable of far more than we often realise is possible."

**Amanda Lawrence - tenant of
Newydd Housing Association
& TPAS Cymru Vice-Chair)**



Where to find out more:



- Visit TPAS Cymru's website and social media to learn more, including our core values and activities www.tpas.cymru
- Want to learn more about our existing Board Members - go to <https://www.tpas.cymru/about/board-of-directors>



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