**TPAS Cymru Board Application**

**– Skills Matrix**

**Purpose**

This document is to help TPAS Cymru identify the skills, knowledge, understanding, experience and values of each new and existing board member. Upon completion it is possible to see the range of these skills on the board whilst highlighting any gaps. It helps us identify how you could contribute to the existing overall Board skills we have, and where we can support you and your development.

**Note:**

1. **Do not feel obliged to complete every box – if you don’t have that particular skill or experience that’s fine and expected.
We are sure you have other valuable skills to offer.**
2. **Give a score from 1 to 5, where 1 is none, or very little experience and 5 is very experienced.**
3. **Be honest, but also indicate where you have a particular interest to learn more.**
4. **Please expand evidence boxes to suit your response.**
5. **Remember: It’s not a writing competition – the longest application doesn’t win a prize!**
6. **And: we are MORE than happy to help you complete it – just ask.**

**Name:** **Les James** **Date:** 28**/06/2023**

# Knowledge and experience of the housing sector and an understanding of issues facing tenants in Wales.

|  |  |  |  |
| --- | --- | --- | --- |
| **Skill/Competency**  | Self-Score (1 low- 5 high) | Supporting Comments  | Areas you would like to develop  |
| Experience of Housing in Wales (or related sectors) either professionally or as a tenant |  |  |  |
| Understand the Housing and Political Climate in Wales |  |  |  |
| Monitoring/ Evaluation/ Measuring or tracking Social Impact |  |  |  |
| Any professional qualifications or lived experience relating to Housing |  |  |  |
| **Please use the box below to give additional details of your experience and your approach. Please give examples where you can.** |
|  |

Working together

|  |  |  |  |
| --- | --- | --- | --- |
| **Skill/Competency**  | Self-Score (1 low- 5 high) | Supporting Comments  | Areas you would like to develop  |
| Contributing to Meetings |  |  |  |
| Facilitating Meetings |  |  |  |
| Able to critically evaluate and make decisions |  |  |  |
| Working with Tenants  |  |  |  |
| Working with staff at all levels within Housing (or related sector) |  |  |  |
| Working collaboratively: Board/committees or between organisations |  |  |  |
| Promoting an organisation to key stakeholders and users |  |  |  |
| Conflict Resolution |  |  |  |
| **Please use the box below to give additional details of your experience and your approach. Please give examples where you can.** |
|  |

# Human Resources/ People

|  |  |  |  |
| --- | --- | --- | --- |
| **Skill/Competency**  | Self-Score (1 low- 5 high) | Supporting Comments  | Areas you would like to develop  |
| HR Policy & Employment Law |  |  |  |
| Line/People/Team management |  |  |  |
| Development of organisational and team culture |  |  |  |
| Worked with diverse or harder to reach groups:(Details/commentary on this would be very useful) |  |  |  |
| **Please use the box below to give additional details of your experience and your approach. Please give examples where you can.** |
|  |

# Marketing

|  |  |  |  |
| --- | --- | --- | --- |
| **Skill/Competency**  | Self-Score (1 low- 5 high) | Supporting Comments  | Areas you would like to develop  |
| Market Research |  |  |  |
| Public Relations & Media |  |  |  |
| Communications & Social Media  |  |  |  |
| Web Design & Management |  |  |  |
| **Please use the box below to give additional details of your experience and your approach. Please give examples where you can.** |
|  |

# IT and digital skills

|  |  |  |  |
| --- | --- | --- | --- |
| **Skill/Competency**  | Self-Score (1 low- 5 high) | Supporting Comments  | Areas you would like to develop  |
| Office solutions software  |  |  |  |
| Interest in IT systems and technology  |  |  |  |
| Emerging technologies: Blockchain/Digital currencies/AI/VR |  |  |  |
| Community Engagement software and platforms  |  |  |  |
| **Please use the box below to give additional details of your experience and your approach. Please give examples where you can.** |
|  |

# Governance

|  |  |  |  |
| --- | --- | --- | --- |
| **Skill/Competency**  | Self-Score (1 low- 5 high) | Supporting Comments  | Areas you would like to develop  |
| Contributing to Vision and Strategic Plans |  |  |  |
| Reviewing reports & monitoring strategy |  |  |  |
| Previous experience of Boards & Committees  |  |  |  |
| Chairing skills  |  |  |  |
| Presenting to a Board  |  |  |  |
| Policy Development & Implementation |  |  |  |
| Company Law |  |  |  |
| Risk and Compliance |  |  |  |
| GDPR – data protection |  |  |  |
| **Please use the box below to give additional details of your experience and your approach. Please give examples where you can.** |
|  |

# Business

|  |  |  |  |
| --- | --- | --- | --- |
| **Skill/Competency**  | Self-Score (1 low- 5 high) | Supporting Comments  | Areas you would like to develop  |
| Business Development / Sales / Income Generation |  |  |  |
| Member Engagement/ Development |  |  |  |
| Product or Service Development/Improvement |  |  |  |
| Customer Services |  |  |  |
| Project Management |  |  |  |
| Change Management |  |  |  |
| **Please use the box below to give additional details of your experience and your approach. Please give examples where you can.** |
|  |

# Finance

|  |  |  |  |
| --- | --- | --- | --- |
| **Skill/Competency**  | Self-Score (1 low- 5 high) | Supporting Comments  | Areas you would like to develop  |
| Financial controls/ Bookkeeping/Accounting/Tax |  |  |  |
| Funding Applications |  |  |  |
| Financial Planning/forecasting |  |  |  |
| ESG – Environmental, Social and Governance |  |  |  |
| **Please use the box below to give additional details of your experience and your approach. Please give examples where you can.** |
|  |

# Legislation

|  |  |  |  |
| --- | --- | --- | --- |
| **Skill/Competency**  | Self-Score (1 low- 5 high) | Supporting Comments  | Areas you would like to develop  |
| Companies /Charity Regulations and Reporting |  |  |  |
| Health & Safety |  |  |  |
| Equal Opportunities |  |  |  |
| Housing Rights  |  |  |  |
| **Please use the box below to give additional details of your experience and your approach. Please give examples where you can.** |
|  |

Thank you for taking the time to complete.