

Job Pack

# TAFF

## Great Homes and Places





## Our mission at Taff is to deliver great homes and services, supporting communities to thrive.

Do you want to play a key part in shaping our future? We are looking for dynamic and innovative people to join our Board.

We are currently looking to recruit;

- **Chair - Audit and Risk Committee**
- **Taff Board Members**

We're searching for people who share our passion for social purpose, who can help us create thriving communities where homes are safe, warm and of good quality, and the wider community is safe, clean, green and sustainable. You will need to be committed to helping us create a culture where equality, diversity and inclusion are valued.

We are looking for strategic thinkers who can bring fresh perspectives to the table.

# Our Values

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Taff was founded in 1975 making 2025 our 50th year!

So much has been achieved in that time, but the need for more homes and good quality support services are just as, if not more prevalent today.

From our first homes in Ethel Street, Canton, our ethos has been to develop places and deliver services with people, not profit in mind. Fifty years on, we now own and manage 1,600 homes across Cardiff, giving over 4,000 people somewhere to call home. We also provide support services to over 1,000 people across South East Wales.

Our values describe what matters most to us, and what our colleagues should expect from each other. All our colleagues are expected to show how they support and live up to these values in their work.



# Our Priorities

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We launched a new Strategic Plan in November 2024. It sets out our three priorities over the next five years to take us towards our vision.

**Homes** – safe and secure, warm homes & a supply of homes that is closer to meeting the needs of our communities.

**Customers** – we want to provide an excellent customer experience and ensure we are an organisation that reflects and meets the needs of the communities we serve

**Performance and Resources** – financially strong and well governed. Better systems, data and insight.

We're a housing and support provider who cares, and that means more than just putting a roof over people's heads. Home should be a place where people can thrive. We make sure we listen to customer feedback so we can continually improve what we do.

We're investing in our digital infrastructure so we can offer more and get the best results for our tenants and service users. We're improving our data so we can make better, smarter decisions and reflect the diverse needs of our customer groups.

We have high expectations of our 200+ colleagues and are constantly looking at ways to create the right culture, knowing that if we get it right for our colleagues, they'll get it right for our customers!

You can read our plan by clicking on [this link](#).

# What we're looking for

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Following a skills audit we have identified the need to add skill sets in the following areas;

- Substantial senior finance or audit experience (essential for the ARC role)
- Legal expertise, ideally in company and/or charitable law
- Information governance and quality assurance
- HR and Service Transformation

It's also important to us that you can demonstrate at least one of the areas of experience below;

- Experience of operating at a senior level
- Non-executive or governance experience, with knowledge of good governance practice in one or more sectors
- Lived experience as a tenant or service user

Other attributes we're looking for are:

- A commitment to social housing, the development of new homes and empathy with the aims, objectives and values of the organisation.
- A commitment to balancing the interests of current and future customers.
- Upholds the values and objectives of the organisation and its core policies, including those for equality, diversity and inclusion.
- Positively promotes and enhances the good name of the company and embraces strict probity rules such as declaring all conflicts of interest and significant changes in personal circumstances that impact Taff Housing.
- Keeps up to date with sector related issues and those specific to area of expertise.

At Taff, we're actively building a work environment that's inclusive as well as diverse. We believe difference is what makes us stronger and recognise the importance of our teams reflecting the communities we serve, so we welcome and encourage candidates from all backgrounds for this role.

If your experience looks a little different from what we've identified, and you think you can bring value to the role, we'd love to learn more about you. Our CEO will be happy to meet with you informally to discuss the role and any questions you may have prior to making a decision to apply.



# Role of a Board Member

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The Board is responsible for ensuring the success of Taff Housing through delivery of the Strategic Plan. It is also responsible for gaining assurance that the organisation complies with all legal and regulatory obligations. Individual Board Members are accountable to the Chair of the Board and responsible for ensuring that Taff's strategies and objectives are delivered.

Board members are expected to maintain good relationships with other members of the Board, the Chief Executive, Executive Directors, other key colleagues and with external stakeholders, particularly tenants and regulators.

Working collaboratively to build consensus, Board members will be expected to provide constructive support and challenge to the Executive Team, helping us to make good business judgements and decisions.

Board members will work with each other to uphold Taff's values.

We expect Board members to commit to our Code of Conduct and demonstrate the Nolan Principles of Public Life, namely:

- **Selflessness** – Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.
- **Integrity** – Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
- **Objectivity** – In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
- **Accountability** – Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- **Openness** – Holders of public office should be as open as possible about all the decisions and actions they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
- **Honesty** – Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- **Leadership** – Holders of public office should promote and support these principles by leadership and example.

## Role profile – Board Member

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As a Board member, your key responsibilities will include:

- Setting the vision and values. Shaping the strategy, ambition and priorities.
- Establishing effective risk management frameworks.
- Ensuring Taff maintains financial viability and achieves its aims and objectives.
- Ensuring compliance with our values and objectives.
- Defining and ensuring compliance with the Taff's Code of Governance.
- Approving each year's budget and final accounts before they are published.
- Providing leadership on equality and diversity matters ensuring this is reflected throughout the organisation.
- Establishing and overseeing a delegation framework and systems of control.
- Agreeing strategies and making decisions on matters that might create significant financial or other risks to Taff, or which raise material issues of principle.
- Setting targets and monitoring performance.
- Appointing and monitoring the performance of the Chief Executive.
- Ensuring Taff's affairs are conducted lawfully and in line with generally accepted standards of performance and probity.
- Participating in tenant/service user and/or stakeholder/community events.

## Person Specification

### Knowledge and experience

- Previous experience of operating at a senior and/or non-executive Board level.
- Knowledge and experience in one or more of the following;
- Legal expertise, ideally in company and/or charitable law
- Information governance and quality assurance
- HR and Service Transformation
- Evidence of business, financial and risk management acumen
- Evidence of understanding and support for the concept of a social business and the environment that Taff Housing Association operates in
- Awareness of and interest in current national policy issues affecting the housing and support sectors.

## Competencies

- Understands the role of governance in the social housing sector and workings of a regulated sector.
- Ability to take a wider strategic context of the organisation and its operating environment into consideration during debate and decision making.
- Can actively monitor organisational performance, supporting the Executive and Leadership team to achieve the highest standards.
- Understands and applies in practice the distinction between executive and non-executive roles.
- Ability to act as an ambassador for the Association, representing Taff through networking.
- Ensures new ideas are embraced and supports the learning of others. Has a positive attitude to change.
- Can assess risk and is risk aware without being risk averse.
- A proficient IT user who is comfortable analysing and scrutinising performance, financial and other information.

## Other

- Personally uphold the values of the Association
- Ability to give appropriate time commitment



## Role Profile – Chair of Audit and Risk Committee

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The purpose of the Chair's role for Audit & Risk Committee (ARC) is to lead the Committee in scrutinising the Association's financial, risk assurance, treasury and governance arrangements and reporting to the Board of Management thereby providing assurance in these areas. Specific duties and expectations of the Chair are detailed below:

### Key Accountabilities:

The Chair of ARC has the following specific duties:

- To lead the Committee in scrutinising the Association's financial, risk assurance, treasury and governance arrangements.
- To oversee the assessment and management of the Association's Risk Strategy and Assurance Framework and to report to Board.
- To establish and maintain a good working relationship with the Internal and External Auditors.
- To receive the Annual Financial Statements for review and recommendation to Board.
- To receive and scrutinise the Internal Audit Reports and approve the Annual Audit Planning Report. To report to Board on these matters.
- To receive and scrutinise the External Audit Report and report to Board on these matters.
- To receive and scrutinise quarterly Management Account reports and report to Board on these matters.
- To sign the Statement of Financial Position on the year end accounts
- To ensure the Committee has the necessary skills and resources to perform its functions.
- To Chair the Audit & Risk Committee, encouraging discussion whilst ensuring that the agenda items are dealt with in a reasonable time and reach a clear decision.
- To sign minutes of the previous Audit & Risk Committee meeting.
- To liaise with the Chief Executive and Executive Director of Business and Finance and keep up to date with Audit & Risk issues.
- To ensure meetings are held in a timely manner to meet the cycle/needs of Business of the Association

## Person Specification – Chair of Audit and Risk Committee

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### Qualifications, knowledge and experience

- Qualified accountant (ACA, ACCA etc)
- Evidence of operating at a senior level in a finance environment, ideally within the social housing sector.
- Previous non-executive Board level or Committee Chair experience
- Understanding of governance and regulated sectors, public or private
- Evidence of strong business, financial and risk management acumen
- Understanding of social policy (desirable)
- Evidence of understanding and support for the concept of a social business and the environment that Taff Housing Association operates in (desirable)

### Competencies

- Leadership and the ability to run ARC meetings effectively - meetings are properly Chaired, with business conducted effectively, decisions are reached and recorded effectively
- Inclusiveness – giving Members opportunities to express their views in meetings, ensuring that appropriate standards of behaviours are maintained.
- Attention to detail and understanding of financial and risk management
- Management – ensuring that there is a constructive working relationship between the Chair of ARC and Executive Team
- Acting as an ambassador for the Association, representing Taff through networking.
- Learning continuously – ensuring new ideas are embraced and supports the learning of others
- Strategy – the ability to think laterally, broadly and to consider many strategic aspects simultaneously

### Other

- Personally uphold the values of the Association
- Ability to give appropriate time commitment

# Terms of appointment

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Payment for Chair of Audit and Risk is £4,400 pa.

Payment for Board Members is £3,000 pa.

Board members can also claim reasonable out of pocket expenses where applicable

Members are expected to allow adequate time to prepare for meetings so that they are able to contribute and participate fully in discussion.

Appointment is for a three-year term, and members can be re-appointed to the board as long as the period of service does not exceed nine years

We offer an annual programme of training events for Board members.

Meeting dates are set for the year and shared as early as possible to help you plan your diary. Board members should only absent themselves in the event of circumstances genuinely beyond their control.

## How to apply

A covering letter supported by a CV outlining your skills, experiences and knowledge in the areas highlighted under the 'role profile and person specification' sections. Or you can send us a short video (no more than 8 minutes) outlining how you meet the requirements outlined.

Please indicate if you are interested in being considered for the Chair of Audit and Risk Committee, Taff Board or if you would like to be considered for either role.

Shortlisted applicants will be invited to an interview scheduled to take place w/c 9<sup>th</sup> June.

**Deadline for applications – 2<sup>nd</sup> June 2025.**

For an informal conversation please feel free to contact Helen directly on 07376 013111.

## Time commitment

Estimated to 3 days per month.

## Eligibility

Applicants should be aged 18 or over and not have been:

- an undischarged bankrupt, or previously removed from trusteeship of a charity by a Court or the Charity Commission;
- disqualified under the Company Directors' Disqualification Act 1986;
- convicted of an offence involving deception or dishonesty (unless the conviction is spent);
- disqualified by the Charities Act 1993 (section 72) from acting as a charity trustee.