

Chief Executive

Recruitment Pack

May 2025

Salary	£117,000 - £123,000
Closing Date	10:00am, 11 June 2025
Interviews date	2 July 2025



Chair's Introduction

Thank you for your interest in becoming our new Chief Executive. We are very much a resident and people led organisation, and this has been evidenced by the numerous awards that we have achieved. Our stated mission is to enrich people's lives by providing good quality and sustainable homes through an organisation with which people are proud to be associated.

Bro Myrddin Housing Association (BMHA) provides homes and services to over 2,000 residents in over 1000 properties throughout Carmarthenshire and Pembrokeshire, delivered by a workforce of 35 colleagues. We never forget that residents allow us to be part of their and their families' lives. We are proud of the part that we play in the communities that we serve. The role of the Chief Executive is pivotal in ensuring that we stay true to our Mission, Vision and Values.

Our current Corporate Business Plan incorporates our Vision and Values along with the strategic priorities of:

- People focus
- Business growth
- Corporate responsibility

Our new Chief Executive is someone who will relish both the challenges and opportunities of leading an association which operates across the diverse and varied communities of West Wales. They will be committed to our development goals, meeting the requirements and challenges of the decarbonisation agenda whilst maintaining a secure financial base.

Key qualities will include:

- Integrity and transparency
- Communication skills
- Resident engagement
- Empathy and community focus
- Strategic thinking
- Problem solving abilities
- Financial acumen
- Regulatory knowledge

In return, you will be joining an association that is genuinely committed to personal development, helping you to achieve your true potential.

I very much look forward to hearing from you.

Diolch yn fawr,

Tim Llewelyn

Job description

Post title: Chief Executive

Accountable to: Chair of the Board of Trustees

Accountable for: 2 Directors ((Corporate Resources & Operations (direct reports) and over 30 additional staff members (indirect reports)).

Job purpose:

- Provide strategic leadership and effective performance management of BMHA.
- Manage and shape the future development of the organisation by ensuring effective collaboration with residents, partners, and stakeholders.

Key responsibilities:

Leadership and support: Provide clear direction and support to the Executive Management Team (EMT), fostering a culture that motivates and develops employees.

Customer service: Ensure a customer-focused service ethic throughout the organisation, and encourage active participation in service development, promoting organisational values and a commitment to equality and the Welsh language.

Community investment: Lead community investment initiatives to encourage resident participation.

Operational excellence: Aim to make BMHA one of the most successful housing organisations through professional operational delivery and partnerships.

Financial and asset management: Oversee financial affairs to ensure security and enhancement, and develop an asset management strategy to maximise investment.

Governance and compliance: Ensure activities meet high standards of integrity and professionalism, adhering to regulatory and statutory requirements. Undertake role of Company Secretary.

Board collaboration: Provide the Chair and Board with information for informed decision-making and foster a collaborative approach to ensuring effective governance.

Strategic planning: Lead the development of strategic goals, objectives, business, and financial plans.

Policy implementation: Advise on policy formulation and lead the implementation of Board decisions.

External representation: Represent BMHA's interests with external organisations, statutory bodies, local authorities and Welsh Government.

Innovation and business change: Lead in innovation, business change, service excellence, and continuous improvement within the organisation.

Health and safety: Oversee workstreams related to health and safety and compliance, risk management strategy, and business continuity.

Person specification:

• Qualifications:

- Relevant professional qualification
- Management qualification (desirable)
- Evidence of continuing professional development (CPD)

Skills and experience:

Senior-level management experience: Significant experience of operating in a senior position at executive level, preferably in the housing sector, with a proven track record of achieving results.

Capital and Revenue budgets: Proven success in managing significant Capital and Revenue budgets.

Governance frameworks: Strong understanding of governance frameworks, regulatory requirements, and challenges in the housing sector.

Welsh Government: Understanding of Welsh Government requirements for organisations delivering public services.

Communication skills: Excellent communication skills. Although not essential, an ability to speak Welsh is advantageous. BMHA will support any member of staff who is either keen to learn Welsh or improve their Welsh language skills.

Equality: commitment to equality, diversity, and inclusion.

Stakeholder management: Proven success in building effective partnerships with key stakeholders including residents, employees, local authorities and Welsh Government.

New initiatives: Proven experience in developing new initiatives and programmes that meet identified needs and contribute positively to organisational financial sustainability.

Resilience and integrity: Sound decision-making ability, resilience, and integrity.

Resident participation: Committed to facilitating effective resident participation through all aspects of the Association's work.

Terms and conditions:

Salary: £117,000 - £123,000 (subject to annual review)

Benefits: Car Allowance + mileage at 45p per mile

Annual leave: 30 days

Pension: Social Housing Pension Scheme's (SHPS) currently offered by the Association:

- Defined Contribution Scheme: 5.0% Employee and 5.0% Employer contributions
- Defined Benefit Pension Schemes:
 - CARE 1/60th - 8.0% Employee and 6.5% Employer contributions
 - CARE 1/80th - 6.0% Employee and 5.0% Employer contributions

Notice period: 6 months' notice, in writing, by either party

Conditions: Subject to satisfactory references, performance review, pre-placement medical questionnaire, qualifications check, and current driving licence

General conditions:

Hours of duty: 34.5 hours per week (08.30 to 16.30 Monday to Thursday and 08.30 to 16.00 on Fridays).

Annual holiday: Holiday year runs from the first day of the month in which an employee's birthday falls.

Expenses: Reimbursement of reasonable expenses incurred on Association business.

Health & safety: Compliance and observance of all health & safety regulations.

Smoking: No-smoking policy during working hours.

Conflict of interest: Exclusive work on BMHA's business; no outside employment without written permission.

Restrictive covenant: Confidential information protection and non-compete clause for 12 months post-employment.

If you need any further information about this vacancy, please contact BMHA on 01267 232714 or jobs@bromyrdin.co.uk.

Closing date: 11 June 2025

Final panel interviews: 2 July 2025

CYMDEITHAS TAI
BRO MYRDDIN



BRO MYRDDIN
HOUSING ASSOCIATION

