



# Young Board Member

## *Recruitment Brief*

### **Introduction**

Thank you for your interest in SHAP.

In order to achieve our mission, diverse types of knowledge and experiences need to be integrated into SHAP and we recognise that the younger viewpoint and perspective is vital to this. Young people themselves must be meaningfully engaged in sustainable housing development, inputting into and influencing the decision-making process in the governance and work of SHAP.

As our first Younger Board Member, you will help to deliver our aims and help shape our important, sustainable housing strategy. You will join a Board formed currently of five current Directors (and growing in 2020), bringing your fresh perspectives and experience to a vibrant team.

Working alongside your Board colleagues and the SHAP team, you will help shape SHAP's long-term strategy. You will bring your experience and perspectives as an independent, critical, yet supportive voice to the Board and an important ambassador for SHAP's work with external stakeholders.

Finally, you will help SHAP develop governance systems that are appropriate for a small, lean, non-profit organisation and identify future income streams as SHAP moves from being core funded to needing to secure other income to enable the continuation of its vision and mission.

If you share our commitment to helping the younger perspective have a meaningful and influential role in the development of sustainable housing, then we look forward to hearing from you.



**Alan Yates, OBE**

Chairman

Sustainable Housing Action Plan (SHAP)



# Young Board Member

## *Recruitment Brief*

### **What is SHAP?**

#### **Our Vision**

All domestic dwellings will be climate responsible and resilient, energy efficient, adapted to extreme weather, affordable and comfortable to live in - and furthermore, support sustainable communities, be attractive places to live and facilitate high quality jobs and skills within a low carbon economy.

#### **Our Mission**

To provide leadership in the environmental, social and economic aspects of sustainable housing by promoting, researching and disseminating best practice.

#### **Our Role**

To influence European, national and local housing policies and strategies in order to inspire decision-makers to make efficient investment decisions in new build and retrofit that result in high quality improvements without excessive cost.

#### **Our Governance**

Our Board is drawn from across the housing industry and is supported by a wide network of partners and supporters.

#### **Our Work**

We provide leadership through research and dissemination on sustainable housing issues and opportunities to audiences in the West Midlands and nationally.

#### **SHAP...**

- Co-ordinates expert sector responses to Government consultations
- Maximises the value of housing and housing infrastructure investment for the West Midlands
- Researches emerging issues on topics identified by partners
- Disseminates findings of research and case studies
- Organises and leads Best Practice events and networking



# Young Board Member

## *Recruitment Brief*

### **Where does the funding come from that supports our work?**

SHAP is a not-for-profit membership organisation. We are not a consultancy but, working on issues identified by our members, we do attract grant funding to enable us to add value to research and decision-making.

### **What do I need to know about the role?**

#### **What support will I get?**

We recognise that this might be the first time you have ever sat on a Board of Directors of this type. We will put in place several steps to support you with the process throughout your Board member involvement, including (but not limited to):

- An induction to the work of SHAP.
- Guidance and support to ensure you feel equipped in carrying out the role.
- Mentoring and shadowing opportunities.
- Provide links and networks with other young Directors or Trustees across the sector.
- If you are currently employed, we will work with you and your employer to ensure you can have enough time to commit to this role.

#### **What Commitment Is Needed?**

We are looking for a Younger Board Member to contribute actively to SHAP. This will involve:

- A commitment to being in the role initially for two years.
- Completion of a short induction process and additional training/personal development where required.
- Attending approximately five Board meetings a year, which will mainly be held in Birmingham and/or the West Midlands.
- A commitment to prepare for meetings sufficiently (which will require reading documents in advance, in order to discuss them as a Board).
- Involvement and attendance at occasional internal and external events, such as SHAP Annual Conference, site visits, funding and SHAP/partner discussion events and meetings.
- Compliance with SHAP policies and procedures.



# Young Board Member

## *Recruitment Brief*

### What Are The Benefits?

- An opportunity to make a difference to the lives of other young people by supporting the positive development of sustainable housing for future generations of home owners/occupiers.
- Assist and guide SHAP to help our work meet our climate emergency obligations through the sustainable future of housing development
- Directly grow your professional network by working with and learning from fellow Board Members, the SHAP team and the wider sustainable housing sector.
- Help your career journey by enhancing your CV and work experience, by gaining several new skills such as strategic thinking, business planning, giving feedback and leadership.

### Person Specification

**Job title:** Board Member | **Reporting to:** SHAP Chairman | **Location:** Meetings held mostly in Birmingham and the West Midlands, with some moderate travel | **Time commitment:** 5-6 days a year plus any key SHAP events | **Pay:** this is a voluntary, unpaid role | **No. of positions available:** One (currently)

### Role of the Board

By joining the SHAP's Board of Directors, you will:

- Ensure the mission, purpose and values of the organisation are maintained.
- Bring your perspectives and work experiences to the Board.
- Act as an enthusiastic ambassador for the organisation to help raise its profile.
- Contribute to the overall direction and development of the organisation through your input, supporting our strategic planning and good governance.
- Be pro-active in developing SHAP's network in the private, public and third sectors through representation, and linkages with key people and decision makers.
- Build a positive relationship with the SHAP team that promotes honesty, transparency and accountability.
- Act as a guardian of SHAP's 'assets' (mainly its funding), to ensure that they are only used for the mission of the organisation.
- Have the same legal powers and responsibilities as other SHAP Board Members.

### Things that you need?

You need to be a recent graduate, recently qualified apprentice and/or employed in the sustainable housing sector (or in a related sustainable/low carbon domestic energy or domestic construction



# Young Board Member

## *Recruitment Brief*

sector) and have either direct or indirect experiences of overcoming challenges in relation to system failure, introducing innovation, siloed decision-making, introduction of new systems or processes. Indirect experience can include volunteering, mentoring, leadership development activities

### **Skills And Attributes**

- Ideally, you will be aged between 21-30 years old.
- Passionate about supporting and helping develop sustainable housing around the UK.
- Be personable and have good communication skills.
- Willing to bring new ideas and perspective to our Board.
- Have good listening skills.
- Able to work equally well as part of a team and remotely.
- Effective ambassador and influencer for SHAP.
- Able to devote the necessary time to the role.
- Demonstrate impartiality, fairness and the ability to respect confidentiality

### **Things You Don't Need, But Might Help**

Experience of working in or with any one of the following organisations and skills areas: rural housing providers, organisations supporting those in fuel poverty, financial crisis, facing private landlord issues, IT, social media, housing policy, finance and accounting,

### **How to apply**

Please submit your CV and a 1-page personal statement on your experience and suitability to: [admin@shap.uk.com](mailto:admin@shap.uk.com) by 4pm, Friday 10 January 2020. (Any further supporting content must be inserted/referenced as weblinks in your documents, not as separate attachments).

### **Timetable**

**Closing date for applications:** 4pm, Friday 10th January 2020

*Phase 1:* Initial phone or video interviews with SHAP Board Member(s) and team: Week starting 20th January 2020

*Phase 2 (final candidates):* Informal face-to-face meetings with some current Board members at SHAP Conference, 4th February 2020, in central Birmingham; (we will register your place for you)

Please ensure you are available for phone and/or video meetings during these periods.

These dates may be subject to change and applicants will be advised in advance should this happen.



# Young Board Member

## *Recruitment Brief*

Due to funding restrictions, we are sorry but we are unable to pay any expenses relating to interview(s).

### **Queries**

If you have any questions before or while applying, please contact: [admin@shap.uk.com](mailto:admin@shap.uk.com)