



Board Member Information Pack



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Welcome

Dear Candidate

Thank you for expressing your interest in becoming a Board Member of Arbour Housing. It is an exciting time for our Housing Association as we seek to build on our success to date and expand our reach to provide more social homes for the people who need them, and develop a new Private Subsidiary.

Arbour Housing was formed in 1978 as Portadown Housing Association, before an initial rebrand to South Ulster Housing Association. Since its formation it has grown to be one of the most important Housing Associations in Northern Ireland. We presently own and manage over 1,500 homes throughout Northern Ireland.

As an Association we live by our vision statement; 'To be more than just a landlord, to put our tenant's voice at the heart of what we do and to deliver great homes and services, supporting communities and improving lives'.

We are aiming to recruit a new Board Member with good commercial nous, an affinity with our mission and, crucially, with the bandwidth needed to attend our board and committee meetings. Board attendance is a key indicator that Housing Associations are assessed on. This individual's expertise will represent an important addition to the wide range of skills held by Board Members.

In return you will get an opportunity to enhance your own networks, and we will keep you informed about our work, seeking your engagement and input. We will provide you with a full induction to the Association's work and we will support you in your role as Trustee and Board Member.

Our corporate documents are noted below, along with an organisational chart.

We are working with our search partners Engage in this recruitment process, and they will be able to assist you in the first instance if you have any queries.

We hope you will want to join us and help us shape the strategic direction of Arbour Housing as we step forward. We are focused on the next phase in the evolution of the Association across its social, community and charitable activities. We are ambitious to continue to grow and diversify, to serve more people in different ways.

Angela Clarke
Chair



Who we are and what we do

Arbour is a Registered Housing Association, regulated by the Department for Communities, established to provide housing accommodation for those in need. The Association has a housing stock of over 1,500 units comprising mainly of general needs accommodation.

Arbour also provides special needs accommodation that is jointly managed with our partners and care providers Inspire Wellbeing and Praxis Care. Arbour is a contributor to the Social Housing Development Programme and started 208 new homes to meet housing need in the year to March 2024.



To fund investment in new and existing homes Arbour receives a Housing Association grant, raises finance from private funders and uses reserves generated from its rented properties. Arbour is a registered charity, had a turnover of £10.2m in the year to March 2024 and is a not-for-profit organisation. With a focus on delivering Value for Money (VFM) Arbour Housing strives to drive and improve quality, efficiency, customer satisfaction and financial security whilst maintaining strong ethics and caring values.

Our Current Board

- Angela Clarke, Chair
- Cillian Rooney
- Jonathan Hool
- Will Chambre
- Carolyn Lyness
- Nigel Hampton

Our Strategy

We know that being a great landlord is more than just providing the 'bricks and mortar' or providing a home to rent. We perform a much wider range of functions to support our mission including roles as developer, employer, partner and advocate. To help us achieve our mission, therefore, we have developed the following vision for the future:

"To provide more homes, meet our tenants' needs and make a positive difference to people's lives, communities and the environment."

Strategic Objectives

1. Empower our tenants

Supporting, involving and empowering tenants in everything we do.

2. Build a strong business

Being a strong, well-run organisation who are seen as a partner and employer of choice.

3. Provide great homes

Providing good quality and safe homes that meet residents' needs now and in the future.

4. Provide more new homes

Building new homes to meet housing needs across Northern Ireland.

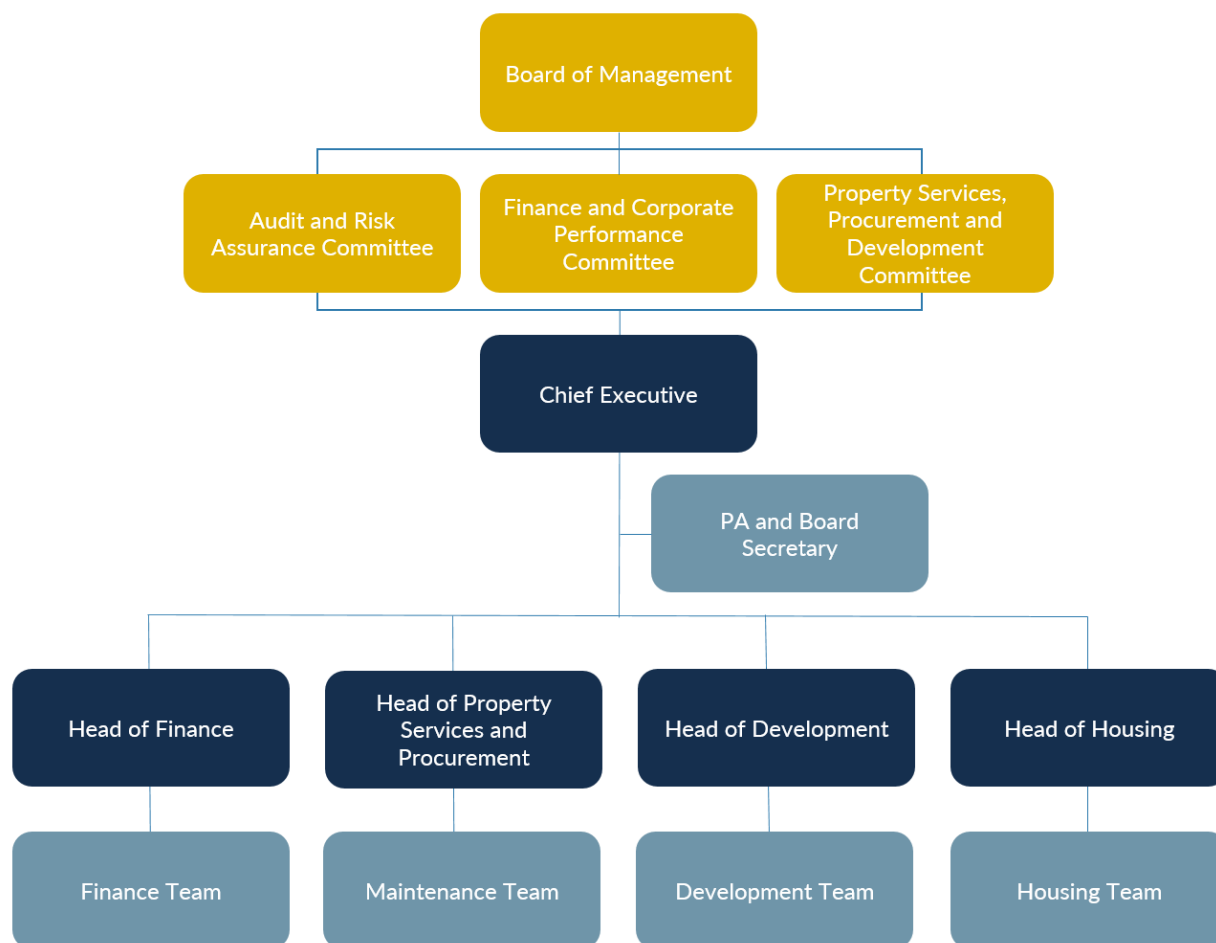
5. Protect our environment

Reducing our impact on the environment.

Values

These are the guiding principles of what we do and how we work and will set the standard that our tenants can expect from us. Our values are to be - Caring, Honest, Supportive and Effective and to have Integrity.

How we're organised



Our finances

You can see an at a glance summary of our most recent published P&L and Balance Sheet here. From the links below, you can download the last three years' published annual returns and accounts for more detailed information.

	Note	2024 £	Restated 2023 £
Turnover	5, 28, 30	10,189,650	8,868,617
Operating costs	6, 28, 30	(7,373,212)	(6,504,176)
Gain on disposal of housing properties	10	43,652	76,774
Operating surplus		2,860,090	2,441,215
Interest receivable and similar income	11	28,968	5,462
Interest payable and similar charges	12a	(1,559,390)	(1,073,974)
Other finance costs	12b	-	(14,000)
Surplus on ordinary activities		1,329,668	1,358,703
Actuarial gain (loss) in respect of pension	31	423,000	580,000
Surplus for the financial year		1,752,668	1,938,703
Retained surplus brought forward	24	20,978,386	19,241,477
		22,731,054	21,180,180
Capitalised Interest Prior Years	3	-	(201,794)
Retained surplus carried forward		22,731,054	20,978,386

	Notes	2024 £	Restated 2023 £
Fixed assets			
Housing properties – depreciated cost	13	158,997,877	131,149,098
Other tangible fixed assets	14	657,715	683,581
		159,655,592	131,832,679
Current assets			
Debtors	15	4,177,723	1,828,839
Cash at bank and in hand		1,390,099	1,525,581
		5,567,822	3,354,420
Creditors: amounts falling due within one year	16	(6,264,528)	(5,746,563)
Net current (liabilities)/assets		(696,706)	(2,392,143)
Total assets less current liabilities		158,958,886	129,440,536
Creditors: amounts falling due after more than one year	17	(136,782,729)	(108,462,047)
Pension Asset	31	555,000	-
Total net assets		22,731,157	20,978,489
Capital and reserves			
Called up share capital	22	16	23
Capital reserve	23	87	80
Revenue reserve	24	22,731,054	20,978,386
Total funds		22,731,157	20,978,489

[Download Annual Accounts March 2024](#)

[Download Annual Accounts March 2023](#)

[Download Annual Accounts March 2022](#)

What we are looking for

We are looking for individuals with great commercial nous and a track record of success in their field to help us build an even stronger business. They may come from a background in the private, public, voluntary or community sectors. They will be able to contribute to the strategic leadership and governance of Arbour.

We're also keen to hear of candidates' other skills, experience and qualities that they feel would bring value to the Arbour Housing Board.

Arbour Housing is committed to diversity and equality of opportunity and welcomes applications from all sections of the community. In particular, we are seeking applications from young people, women, people with a disability and ethnic minorities.



Time Commitment

Board attendance is a key indicator that Housing Associations are assessed on, so we are keen to speak with candidates who have the bandwidth to maintain consistent attendance at our meetings.

The Board meets **six times a year** and there are delegated authorities to three committees; Audit and Risk Assurance, Finance and Corporate Performance, Property Services, Procurement & Development.

In addition to Board meetings, members will be expected to serve on at least one committee which meets **four times per year**.

Board meetings are held typically on the last Tuesday of each of the following months, February, March, May, June, September and November and last for **2 hours**.

All board members are required to attend an annual Strategy Day.

Meetings are held in the evening and usually start at 5.00pm.



Expenses

Board Members will be reimbursed for travel and subsistence costs when carrying out Arbour Board business.

Board Member Induction and Support

All new Board Members will be offered induction and supporting material.

Board Member Role Profile

The Role Purpose is to contribute to the leadership and governance of Arbour Housing

Key accountabilities

Key elements and tasks

To contribute to the leadership of Arbour Housing.

- Contribute to the development and monitoring of Arbour Housing's Strategic and Business Plans;
- Always uphold the best interests of Arbour Housing
- Uphold the aims, principles and values of Arbour Housing;
- Represent Arbour Housing at local and regional events;
- Communicate, explain and support the decisions of the Board.

Contribute to effective decision making by the Board.

- Prepare for, attend and contribute to six Board meetings each year.
- Prepare for, attend and contribute to four Committee meetings each year;
- Prepare for, attend and contribute to the Annual General Meeting;
- Prepare for, attend and participate in Board strategic/planning days;
- Participate in Board committees and working groups;
- Represent Arbour Housing at occasional meetings and events;
- Apply independent judgement to all issues under discussion at Board meetings.

Fulfil the legal requirements of being a Board Member.

- Ensure Arbour Housing:
- Is financially viable;
- Complies with all legal requirements;
- Fulfils its responsibilities as an employer;
- Understands the importance of good practice in Human Resources management and staff development;
- Is committed to ensuring equality of opportunity in service provision and employment;
- Has a process for appointing and monitoring the performance of the Chief Executive.

Understand and promote the interests of Arbour Housing and our clients

- Seek to understand the impact of changes in public policy and the external environment on clients and the service;
- Use networks to promote knowledge of and support for Arbour Housing's work.

Board Member Person Specification

Those interested in serving as an Arbour Housing Board Member must be able to demonstrate that they:

1. Understand the diverse needs of clients and potential clients, and the aims, principles and values of Arbour Housing.
2. Have relevant experience in the private, public, voluntary or community sectors either as an employee or on a volunteer basis including serving on a committee or Board.
3. Have leadership skills, including the ability to be objective, to probe and question, and to act decisively when necessary.
4. Are visionary, creative and passionate about Arbour Housing's service, and prepared to invest energy in its success by learning and understanding its business and its stakeholders.
5. Are team players, able to listen and work with others, offering guidance and support to ensure effective decision-making by the Board.
6. Understand the responsibilities of Board Members and charity Trustees, the importance of good governance, and agree to work in accordance with any code(s) of practice agreed by the Board. Ongoing support, learning and development opportunities will be offered to Board Members with this.
7. Are able and willing to act impartially and apolitically.
8. Have strong analytical skills, can assimilate information and grasp complex issues quickly, and then apply independent judgement.
9. Some financial acumen to help lead the charity in a changing financial climate.
10. Are good communicators, willing and able to promote the decisions of the Board and the interests of Arbour Housing and its clients.
11. Can commit to the time commitments as detailed previously.

Candidates must disclose any information about their personal or professional life which in the Board's perception could bring Arbour Housing into disrepute, including removals from previous governance roles, current or previous membership of organisations which may conflict with the aims, principles and values of the organisation, or behaviour which might be seen to undermine public confidence and trust.

Candidates must also disclose if they have been convicted of a crime which debars them from acting as a Company Director, or they are an undischarged bankrupt or disqualified to act as a Company Director.

Candidates must disclose any information which could give rise to a perception of conflict of interest with their role as a Arbour Housing Board Member. This will not necessarily result in an inability to serve on the Board.

How to apply

For a confidential discussion about the position in the first instance, please contact Engage Director Patrick Minne, patrick@co3.org.uk, 07792 509003.

- Candidates are asked to provide a full CV by email to Engage by **noon on Tuesday 18 March 2025** to apply@engageexec.co.uk.
- Engage will provide all the submissions to Arbour Housing's Chair who will shortlist candidates.
- Shortlisted candidates will be invited to a meeting to discuss their candidacy with the panel in an 'informed conversation' – intended to be a two-way exchange between candidates and the Board. These are provisionally scheduled for the final week in March.





Please address any enquiries relating to the advertised position, and your submission, to Arbour Housing's recruitment partners:

Patrick Minne



Tel: 07792 509003

Email: patrick@co3.org.uk

Enquiries unrelated to this recruitment can be addressed by email to:

Arbour Housing

18-22 Carleton Street
Portadown, Co. Armagh
BT62 3EN

Tel: 028 38 339 795

Email: hello@arbourhousing.org

Arbour Housing has been registered with the Charity Commission for N. Ireland NIC102344 and is a registered industrial provident society 224IP.