

BUILDING ON SOUND FOUNDATIONS

Eildon Housing Group

Chief Executive

Candidate Information Pack

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Appointment of Chief Executive

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Downloads available from the Eglinton website include:

- Eildon Group Annual Report
- Eildon Annual Accounts
- Eildon Five Year Strategic Plan 2008/09 to 2012/13
- Equalities Monitoring Form



A LETTER TO APPLICANTS

Thank you for your interest in our recruitment advertisement for the position of Chief Executive of the Eildon Group.

We are seeking a Chief Executive to lead the Group in challenging and exciting times which will offer further opportunities for development of our services in the Scottish Borders. Eildon Housing Association and the Eildon Group have achieved and sustained an impressive record of growth and wider action over many years. We have served our community directly and through working in partnership with others we are committed to continuing to do so.

We are delighted to be a preferred developer in the Scottish Borders for future housing development funding.

In order to inform and encourage your application, we have prepared this candidate information pack which includes important information about the Eildon Group and the recruitment and selection process.

For a confidential discussion please contact our recruitment adviser, Jim Rennie, Director of Eglinton on 0131 623 2343 or by email to selection@eglington.co.uk

Your completed application should be submitted to Eglinton by 1pm on **Monday 9th November 2009**. It would be appreciated if you would also complete and return the Equalities Monitoring Form to assist us in monitoring our Equalities Policy.

We look forward to considering your application.

Yours sincerely,

Heather Cuckow

Chairman
The Eildon Group

THE EILDON GROUP INFORMATION PACK

This information pack contains important information for applicants to consider before submitting an application for the post. It also includes key information about the recruitment and selection process.

The Eildon Group are recruiting a new Chief Executive to lead the Group to further and continued success in delivering high-quality services to the communities of the Scottish Borders.

The Board are looking for a proven leader with a record of success who is keen and able to build on our achievements. We have ambitious plans and the resources to achieve them. Eildon is a preferred developer in the Scottish Borders and is well placed to increase the supply of affordable housing for rent.

The Board is seeking a respected ambassador to represent their interest to Government and to work with our partners. Candidates will have high-level influencing skills and be able to develop excellent relationships at local and national level to gain support for the delivery of essential services to our communities and our customers.

Eildon Housing Association is 'A' rated by the Regulator, and we are committed to continuing to deliver care and wider action services.

For your convenience, key documents published by the Eildon Group can be downloaded from the Eglinton website (www.eglinton.co.uk) including:

- [Eildon Group Annual Report](#)
- [Eildon Annual Accounts](#)
- [Eildon Five Year Strategic Plan 2008/09 to 2012/13](#)

Further information is also available at www.eildon.org.uk

THE RECRUITMENT AND SELECTION PROCESS

Applicants should submit a CV which includes supporting statements which demonstrate your suitability, competence and experience to perform the role of Chief Executive of The Eildon Group.

Please supply full details of two referees whom we may approach, one of which should be your present employer and the other a previous employer. The Association normally only takes up references on the candidate selected for appointment, however, we may contact them prior to inviting you to attend an interview unless you specify otherwise.

Completed applications should be sent by email to selection@eglinton.co.uk

Applications should be received by 1pm Monday 9th November 2009.

Each applicant will be sent a personal acknowledgement on receipt of the application.

To assist applicants to plan their availability for the selection process the following key dates should be noted.

Short Listing Decision:

Applicants invited for interview will be notified on Friday 20th November 2009.

Selection Interview:

The initial interviews will be held in Selkirk on Monday 23rd and Wednesday 25th November 2009.

A final interview will also be arranged and this date will be announced on the Eglinton website.

Assessment Questionnaire:

Interview candidates will be invited to complete an online assessment questionnaire.

CHIEF EXECUTIVE ROLE PROFILE

Eildon Housing Association Ltd

Location: Selkirk

Responsible to: The Board

Role Purpose

The Chief Executive is responsible to the Board for the delivery and management of high-quality, affordable, sustainable housing, care and support and other services for a variety of residents in communities across the Borders.

Outline Profile

1. Strategy: To create and promote the Association's overall strategy within guidelines set by the Board.
2. Quality: To provide a high quality of service to stakeholders, to manage the Association effectively.
3. Leadership: Leading the organisation to deliver high performance and developing staff capability and capacity to serve the community.
4. Ambassador: To be an ambassador for the Association, representing and promoting our interests and developing positive relationships with key stakeholders locally and nationally.
5. Governance: Provide advice, guidance and support to the Board, its Committees and Subsidiaries, so that it can effectively direct the Association and ensure accountability.
6. Financial Resources: Ensuring our financial viability is maintained and gaining value from the Capital Budget of £7m and the annual Revenue Budget of £10m.
7. Legal: Responsibility as Company Secretary, to ensure the activities of the Group comply with legal and business requirements.

CHIEF EXECUTIVE ROLE PROFILE

Main Duties and Responsibilities

1. As Company Secretary, the Chief Executive has the responsibility to ensure the activities of the Group comply with the legal and business requirements resulting from their governing documents, charitable law, company law, financial probity and any other relevant legislation or regulations.
2. The Chief Executive heads the Management Team and in conjunction with the Directors advises the Board on its overall strategy and policies and, through an approved system of delegated authority, is responsible for their implementation and performance.
3. The Chief Executive is responsible for motivating and leading Association staff and maintaining an effective organisational structure as approved by the Board. To ensure appropriate terms and conditions of service and employment policies and practices are in place and to monitor standards of conduct and performance, work targets, discipline, guidance, support, training and safe working for all staff.
4. The Chief Executive is responsible for maintaining effective internal links and communication within the organisation between staff, Board Members and its Membership and for ensuring that they are informed about the Association's business. The Chief Executive is also responsible for communication with a wide range of external stakeholders of the Group.
5. The Chief Executive is the Association's key representative, influencing and negotiating with a wide range of organisations including the Scottish Government, local authorities, other private and public organisations, parliamentarians and key influencers. The Chief Executive must be aware of national trends and policy initiatives and be able to influence and lobby for changes that will improve the prospects of the Association's objectives being met.
6. The Chief Executive is responsible, as Secretary of Eildon Tweed Valley Ltd, for ensuring that all work generated through that satellite organisation is satisfactorily carried out, including agency and consultancy contracts agreed by the Board.

CHIEF EXECUTIVE ROLE PROFILE

Key Tasks

As Leader of the Management Team

1. To provide leadership to the Management Team so that innovation, creativity, energy and focus on performance is developed, promoted and maintained. To ensure that the management function of the Association is effective and consistent with ensuring Eildon continues to be one of Scotland's leading housing associations.
2. To lead the Management Team to sustain excellent working relationships with the Board, ensuring that the Board receives sound and timely advice and sufficient and appropriate information to enable the overall aims and objectives of the Group to be realised.
3. To appraise Members of the Management Team and to ensure the Association maintains effective performance management systems.
4. To co-ordinate the production of the Association's Internal Management Plan, the Strategy and Development Funding Plans, the Finance Plan, the Annual Report, Audited Accounts and the Annual Performance Return to the Scottish Housing Regulator.
5. To ensure confidentiality at all times in respect of all matters pertaining to all aspects of the Association's work and its staff.

CHIEF EXECUTIVE ROLE PROFILE

Other Key Duties

1. As Secretary of Eildon Tweed Valley Housing Association Ltd and as a trustee of The Eildon Trust to ensure that the activities of the Group subsidiaries are managed and co-ordinated as part of the Eildon Group in partnership with their respective governing bodies.
2. To ensure all possible new initiatives are explored and brought to the attention of the Board of Management – including new ways of raising private finance efficiently.
3. In conjunction with the Director of Finance, ensure the Association's finances are in order and presented to the Board of Management in an informed manner to ensure the Group's short term and long term financial viability.
4. To ensure the Group has safe systems of work and complies with Health and Safety legislation requirements.
5. To ensure that the Association's Risk Management Strategy is regularly reviewed and rigorously applied and the Board is kept well informed, timeously in accordance with Standing Orders.
6. Ensure that equality of opportunity is afforded to all users of services and to Association staff by all those involved in its delivery, in accordance with Eildon's Equality policies.
7. Undertake other duties that may reasonably be required by the Board to ensure the proper administration of the Association.

CHIEF EXECUTIVE PERSON SPECIFICATION

Essential	Desirable
<p>Experience</p> <ul style="list-style-type: none"> • Senior management level experience leading an organisation through significant and effective change. • Track record in developing people, strategic planning and managing and minimising risk. • Experience of creating effective strategic partnership arrangements. • Experience of delivering continuous service improvement in an organisation. 	<ul style="list-style-type: none"> • Experience within a successful Registered Social Landlord or housing related organisation. • Familiarity with Wider Role potential of Housing Associations.
<p>Knowledge & Understanding</p> <ul style="list-style-type: none"> • Significant knowledge of Scottish housing issues, legislation, regulation and financial operation. • Significant knowledge of strategic, policy and financial issues affecting social housing. 	<ul style="list-style-type: none"> • Understanding of and commitment to performance management. • Awareness of Performance Standards for Registered Social Landlords.
<p>Skills & Abilities</p> <ul style="list-style-type: none"> • Excellent leadership and motivational skills. • Strategic thinking and planning ability. • Ability to foster empowerment. • Decisive. • Political awareness. • Ability to challenge in a constructive manner. • Well developed communication skills (including listening, written, influencing and presentational). • Innovative approach to problem solving. • Ability to engage with different groups, clarify complex issues and generate respect. • Sound business planning and analytical skills. • Integrity and credibility. 	<ul style="list-style-type: none"> • Ability to perform the role of Company Secretary. • General knowledge of commercial finance. • Financial awareness and budgetary control. • Good IT skills.

CHIEF EXECUTIVE PERSON SPECIFICATION

Essential	Desirable
<p>Commitment to:</p> <ul style="list-style-type: none"> • Housing and equity of access. • Delivery of quality services to tenants and the wider community. • The environment and environmental sensitivity in developing housing. • Enjoying a positive and productive relationship with the Board. • A performance and quality culture. • Developing staff capacity and capability. 	
<p>Education/Qualifications</p> <ul style="list-style-type: none"> • Relevant professional qualification. • General management training. 	<ul style="list-style-type: none"> • Management qualification and/or degree level qualification.
<p>Special Conditions</p> <ul style="list-style-type: none"> • Availability to attend evening and weekend meetings. • Resilience and stamina required to fulfil a demanding and high-profile position. • Driving Licence. 	

ABOUT THE EILDON GROUP

The Eildon Group supports individuals and communities through the provision of affordable housing, community projects and services for those in need. The Eildon Group is one of Scotland's most innovative not-for-profit groups of organisations based on the track record of Eildon Housing Association, an 'A' rated RSL. The Group is able to provide a wide range of housing and community-based projects and services within the Scottish Borders and beyond.

This section provides basic information about the Eildon Group Structure, as a whole, and those functions carried out on behalf of the Group Members by the Parent Organisation, Eildon Housing Association Ltd.

Aims and objectives

Introduction

Each year the Board of Eildon Housing Association and Board Members of the subsidiary organisations review the Group's Aims and Objectives to ensure the Core Business and Secondary Business Activities are consistent with the Group's Mission Statement and the aims and objectives of each Member Organisation. This information is available in more detail within the Group's Five Year Strategic Plan, a copy of which is available as a download.

The Group's Mission Statement

The Eildon Group of organisations work together to provide high-quality, affordable and sustainable solutions for people in need of housing, care and support, and other services that benefit both rural and urban communities.

The Group's Vision for the next Five Years

Over the next five years the Eildon Group will build on its strengths to deliver an increasing range of housing, care and support, and community services through its parent and subsidiary organisations for individuals and communities in need.

ABOUT THE EILDON GROUP

Eildon Housing Association Ltd, as the parent of the Eildon Group, will build on its strengths as an 'A' rated Registered Social Landlord (RSL) to maintain its position as one of Scotland's most effective and innovative housing associations. Through Eildon Housing it will give top priority to the delivery of high-quality services to its tenants within the financial constraints of an affordable rent policy and the relevant subsidies available from central and local government. This activity will remain the core business of the Group.

Eildon Housing Association employs around 170 staff and provides a wide range of flexible and innovative care and support services for its tenants and residents, through Eildon Care and Support whose 70 staff deliver a range of quality services to individuals with particular needs.

Eildon Care and Support will build on the excellent reputation of Eildon Housing Association for the services it delivers to people with learning disabilities, older people (including those with dementia), vulnerable single people and people with a physical disability. It will work with colleagues in other care organisations, Scottish Borders Council and NHS Borders, to increase partnership working for those with particular needs.

Eildon Tweed Valley HA Ltd will continue to deliver agency services for Rural Stirling Housing Association Ltd.

Eildon Enterprise is a relatively new company which enables the Group to carry out a range of wider action activities that benefit our tenants and others within the community.

This will incorporate existing contracts with Scottish Borders Council for Care and Repair and will explore the potential for working with Community Development Trusts and others, using the range of skills available within the Group in the most cost effective way.

The Eildon Trust's role within the Group is to promote its activities to attract additional funds for distribution to deserving individuals and organisations including the enhancement of services for our core customers.

SUMMARY OF TERMS AND CONDITIONS OF SERVICE

Salary

The salary for the post is currently £76,644 (Point 76).

The Remuneration Committee review salaries annually on 1 April.

Relocation Policy

The Association has a Relocation Policy and may make a financial contribution to relocation costs to the successful candidate.

Probationary Period

Confirmation in post will depend upon the satisfactory completion of a six-month probationary period. Satisfactory references and Medical Clearance are also required.

Allowances

Business Mileage Rates, currently 40p per mile, are payable for staff using their own vehicle on Association business.

Pension

All permanent employees are normally eligible to join the Scottish Federation of Housing Association's Pension Scheme. Employee contributions are currently 7.7% of salary with employer contributions currently 15.4% of salary.

Leave

The leave entitlement is 41 days including public holidays.

SUMMARY OF TERMS AND CONDITIONS OF SERVICE

Sickness Allowance

All permanent employees will be entitled to sickness allowance as follows:

Service	Entitlement	
	Full Pay	Half Pay
Up to 6 months	1 week	nil
6 months to 1 year	Up to 5 weeks	Up to 5 weeks
1-2 years	Up to 9 weeks	Up to 9 weeks
2+ years	Up to 13 weeks	Up to 13 weeks

Notice Period

By the Association: Three calendar months, subject to statutory minimum
By the Employee: Three calendar months

Employment of Relatives

There are certain restrictions regarding the employment of direct relatives of existing employees or Committee Members. This does not prevent you from applying for a post but should be declared in your application.

Outside Work

Outside work on any matter connected with official duties is not permitted. Prior permission must be obtained from the Association before any paid or unpaid outside work is undertaken.

Interview Expenses

Where applicants are required to travel to attend interview the Association will reimburse reasonable travel and subsistence expenses incurred. All expense claims other than car mileage must be supported by receipts. No expenses will be paid where an applicant withdraws or refuses an offer of employment.

EMPLOYMENT POLICIES

The Group is a 'Positive About Disabled People' symbol holder and fully complies with the criteria set by Job Centre Plus. You are therefore asked if you consider yourself to have a disability. Please regard this as a positive opportunity to let us give you any help you believe you may require by outlining any aspects of the post which may present some difficulty, and any suggestions you may have for overcoming them. (Continue on a separate sheet if necessary.)

The Policy on the Employment of Disabled People provides additional information. The Association's office accommodation is accessible to all.

The information provided by you on the application and any supplementary forms will be used for the purpose of selection, recruitment and any further subsequent employment administration if the application is successful.

As part of the selection process for the vacancy, you will be asked to provide, in confidence, evidence of entitlement to work in the UK, any criminal history information and references. The successful candidate will be subject to Criminal Records Enhanced Disclosure Check.

You are invited to complete and return the Equalities Monitoring Form to assist us in monitoring our Equalities Policy. The provision of this information is voluntary.

The information provided by you on the Equalities Monitoring Form will not be made available to the selection panel. Statistical and anonymous reports will be produced for monitoring purposes from the information contained in the document.

JOB ADVERTISEMENT

BUILDING ON SOUND FOUNDATIONS

Chief Executive

Up to £77,000 + final salary pension + relocation
Scottish Borders

These are exciting times here at Eildon Housing. Part of the innovative Eildon Group, we're an 'A' rated registered social landlord with a strong balance sheet, an impressive track record and an exciting future. In other words, sound foundations for our new chief executive to build on. To find out more about this exciting opportunity, visit www.eglinton.co.uk or call Jim Rennie, our retained consultant, on **0131 623 2343** for a confidential chat.

