



13th September 2013

Dear Applicant

Managing Director Vacancy

This is an exciting opportunity to work with the Board of CHISEL and the staff team to implement our vision and strategy for the future.

We have 222 owned and 18 managed homes in South East London, Brighton and Colchester and we want to ensure that we can deliver the highest quality of services to all our residents. We are seeking a dynamic and committed Chief Executive with sound judgement to continue the journey we have started to ensure our future success.

Enclosed are further details about the post, the Association and the recruitment process. I hope you find this useful in informing your decision about making an application to lead our organisation through these challenging and exciting times.

Your application and supporting statement should be returned by email to Karen Cooper at director@chisel.org.uk no later than 10am on **Monday 30th September 2013**.

If you are shortlisted you will then be invited to an initial interview with the Board which will include some testing, a presentation and a formal panel interview. If successful at this stage you will be invited back for a final interview. The provisional date for the **first interview is the 16th October**.

Good luck with your application which we look forward to receiving soon.

Yours sincerely

Wendy Newell

Wendy Newell
Chair of CHISEL

The Application Process

Key Dates:

Closing date: 30th September 10am
Shortlisting: Week commencing 7th October 2013
1st Interview: Wednesday 16th October 2013 (provisional)
Final Interview: Week commencing the 21st October 2013

How to Apply:

Please complete the application form and a supporting statement by email to director@chisel.org.uk by 10am on Monday 30th September 2013. CVs alone will not be considered.

Supporting Statement

Your supporting statement should include details of why you wish to apply for the post and how you would make a difference to CHISEL. It is important that you address as many of the items on the person specification as you can, giving examples of experience or skills wherever possible. This statement should be no more than 4 sides of A4.



Vision and Values

Our Vision

CHISEL – driven by our residents, their needs and aspirations, to deliver sustainable homes, services and communities which make us all proud.

Our Values

Working together to create a CHISEL community.

Collaborative and Co-operative – we are passionate about working together in a positive way both with individuals and groups who share our values.

Honest, Open and Transparent – we believe in acting with integrity at all times, being transparent about our actions and being open and honest about what we can and cannot do.

Involvement and Inclusivity – we are committed to listening to, and acting on, feedback from all our residents; being accountable to our residents and held to account by our members

Sensitive, respectful and fair – we believe in treating everyone we work with as we would like to be treated, valuing people as individuals with different needs and aspirations.

Excellence in everything we do – we are committed to having a “can do” pro-active approach to delivering services, being the best we can be and making a difference every day.

Local – working with residents to understand local issues and build better neighbourhoods

..... Building Trust

INFORMATION FOR JOB APPLICANTS

MANAGING DIRECTOR

About CHISEL

CHISEL (Co-operative Housing in South East London) is a small, charitable housing association with offices in Brockley, SE4. CHISEL is registered as a social housing provider with the Tenant Services Authority under the Housing Act 1985 and with the Financial Services Authority as an Industrial and Provident Society under the Industrial & Provident Societies Act 1965.

We came into existence in the mid 1980s and our original role was to provide development and management services for housing co-ops. However, this changed over a period of time, as it became increasingly difficult to register new co-ops, until we eventually became a landlord in our own right. We now directly manage 159 homes, with a further 64 managed for us by managing agents. We retain our commitment to tenant involvement and control. In addition we provide management services for a number of other housing associations.

At a time when more and more small associations are being taken over by large ones, we are anxious to preserve our independence because we believe that a good small association can offer a personal and responsive service in a way that cannot be matched by a large association.

Our Homes

Most of our current 222 homes are in SE London but a few are in Brighton and a few in Colchester.

71 of the homes are self-build, energy efficient Walter Segal properties that were constructed by the tenants who mostly still live in them. The rest of our stock is a mixture of new build and refurbished properties made up of houses, flats and 34 units of shared accommodation for single people.

64 properties are managed by two managing agents, 3 Boroughs Housing Co-op and Lewisham Family Self-Help Association (LFSA), under management agreements with CHISEL. In addition, we have three active tenants' co-ops, which between them part-manage 39 homes, doing their own allocations and/or some of their own maintenance. We actively encourage tenants to form management co-ops under flexible agreements that allow them to take on as much, or as little, management work as they choose. We also permit tenants to carry out maintenance on their own homes, subject to certain conditions. One of the benefits of remaining small is that we can offer this kind of tailor-made arrangement.

Our housing has all been developed or refurbished since 1988 and is therefore of a reasonable standard. We are committed to keeping our homes in good condition and planned and responsive maintenance work to our homes represents our largest financial outlay each year. We have a long-term stock improvement plan that details what we will need to spend on our properties in the future to ensure that they will continue to be of a good standard and meet the governments' Decent Homes Standard.

Nearly all our income comes from the rents that we collect from our tenants and it is critical that we manage our homes efficiently to ensure the long term financial future of

the association. In addition we have been strengthening our financial position by supplementing our rental income through an expansion of the management and maintenance services we provide to other housing associations and co-ops.

Future Plans

Our main priority is to continue to maintain and improve our homes and our services in collaboration with our tenants and the co-ops and managing agents that we work with. But we also aim to grow to help realise our wider aims and to improve our financial viability.

Staffing and Terms of Employment

We currently employ 8 staff, (all part-time) equivalent to 4.2 full-time posts. We aim to create a friendly working environment, with a strong emphasis on teamwork and mutual support.

The Managing Director is the line manager for our Finance Manager, Housing Manager, Admin Officer and Co-ops & Tenants Officer. The Finance Manager is supported by a Finance Officer and the Housing Manager by a Maintenance Officer and a Rents Officer.

CHISEL salaries are currently index-linked to the retail price index (RPI), with an annual adjustment on 1 April each year.

All permanent posts are subject to a 6 month probationary period. CHISEL is a member of the Social Housing Pension Scheme and we offer a contributory career average pension.

Working hours can be organised flexibly subject to the requirements of the post and the need to ensure office cover. However all staff are required to normally work at least half a day on a Thursday as this ensures that meetings between staff can be held. Evening or weekend working, if required, is included in the working week and any hours worked in the evening or at weekends in addition to normal hours can be taken as time off in lieu (TOIL).

We pay for staff to attend training courses relevant to their jobs.

Annual leave is 27 days a year plus bank holidays pro rata. Expenses incurred in the course of the job are repaid in full.

The office does not have disabled access but we are willing to carry out alterations if needed for the successful candidate.

Decision Making

CHISEL is governed by a Board which meets about five times a year and is made up of a mixture of tenants, representatives from member organisations and individual members of the association. The Board has one committee, Finance, which meets 4 times a year.

The Board currently has a membership of 10 (out of a possible maximum of 12). Of these, 4 are either tenants or representatives of member organisations.

The association is managed by the managing director, assisted by a housing manager and a finance manager.

The Post

A job description is provided as a separate document, along with a person specification setting out the qualifications, skills and competencies that we are seeking.

Applying for the Post

You should complete the Application Form and send it together with your completed Equal Opportunities Monitoring Form to:

Post: The Director, CHISEL, 188a Brockley Road, London SE4 2RL

Or Email: director@chisel.org.uk

In addition to completing your application form you should submit a written statement demonstrating how you meet the requirements of the person specification and how your knowledge, skills and experience make you suitable for the post as described in the job description.

No CVs will be considered.

The closing date for applications for the post of Managing Director is 10 am on Monday 30th September 2013. Interviews will be held on the 16th October. Second interviews may be scheduled after this if considered necessary.