



YMCA
NORTH TYNESIDE

Head of Housing

Application Pack 2021





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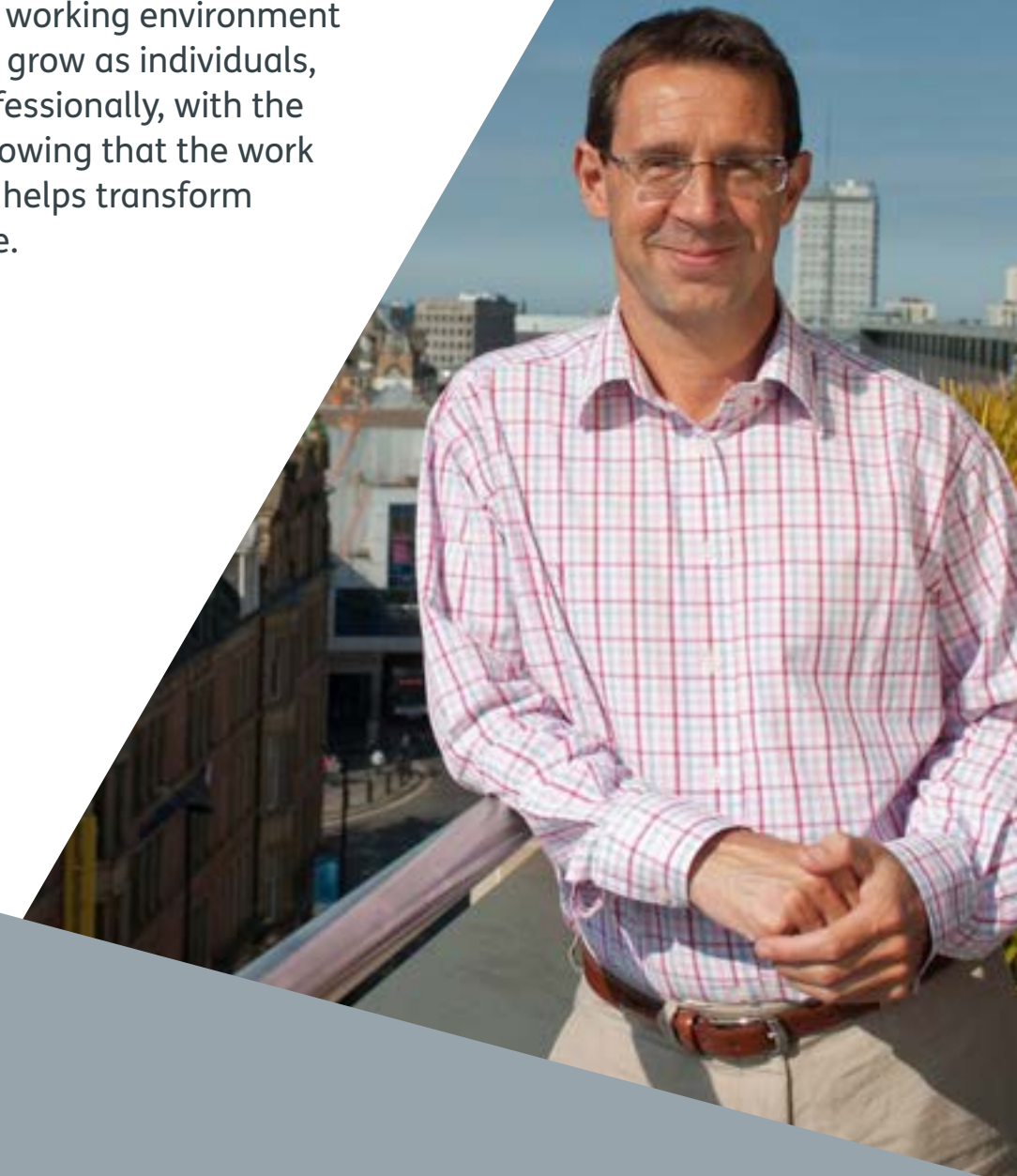
MESSAGE FROM OUR CEO

Our goals here at YMCA North Tyneside are ambitious and unwavering - expanding services to reach more young people, building new partnerships to promote health, wellbeing and mental resilience, and strengthening our communities so all can **Belong, Contribute and Thrive.**

As an employer with strong cultural values, our organisation takes great pride in the work of our employees because their contributions and successes - large or small - should be celebrated.

We provide a supportive working environment that encourages staff to grow as individuals, both personally and professionally, with the added satisfaction of knowing that the work they carry out every day, helps transform the lives of young people.

Dean Titterton
CEO






ABOUT US

Our Cause:

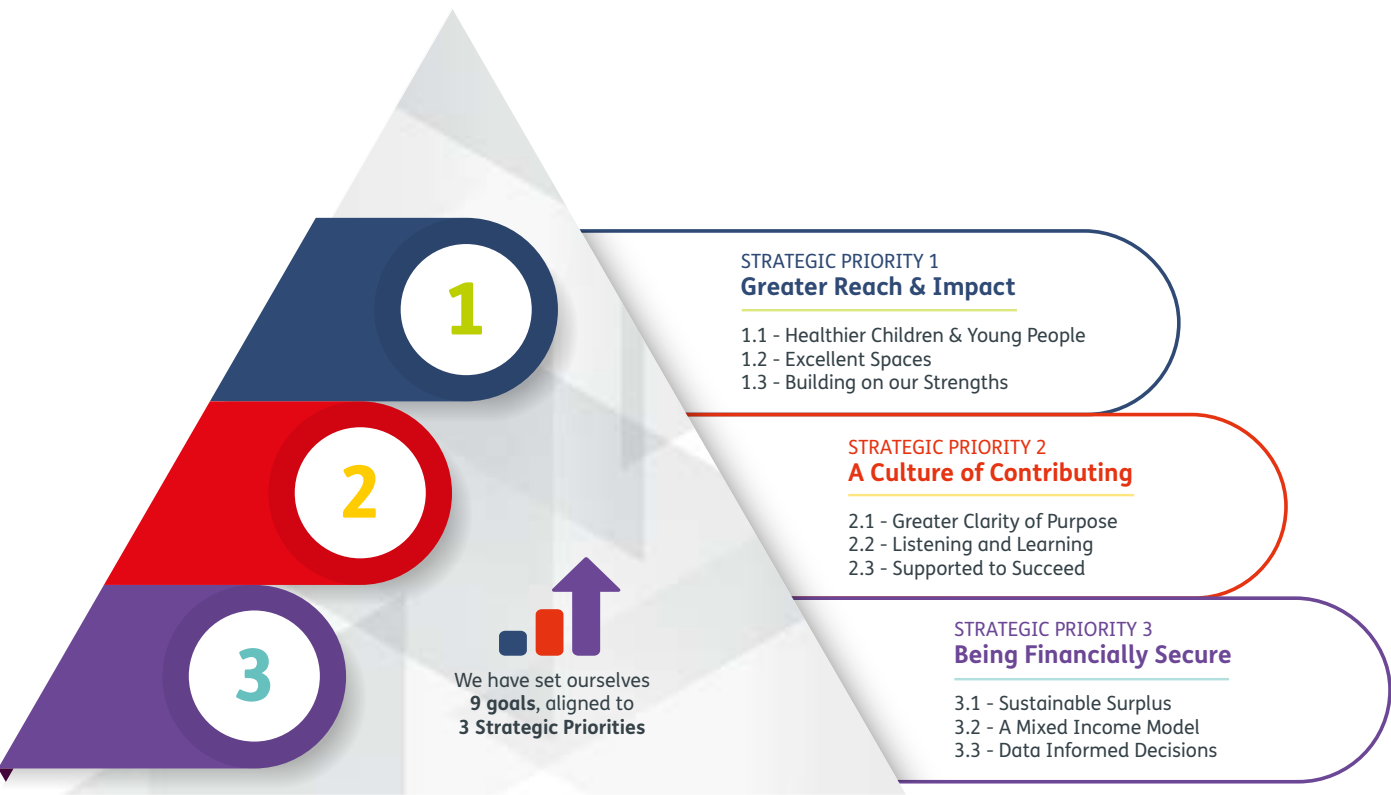
- ▶ We are a community that supports children and young people to be healthy, happy and connected.

Our Values:

- 
 - ▶ We believe everyone has potential
- 
 - ▶ We inspire each person we meet to nurture their body, mind and spirit
- 
 - ▶ We serve our communities so that all can HOPE, BELONG, CONTRIBUTE and THRIVE

Our Strategic Priorities:

- ▶ The diagram below outlines 3 Strategic Priorities which provide the roadmap for successful organisational development from 2020 to 2025.



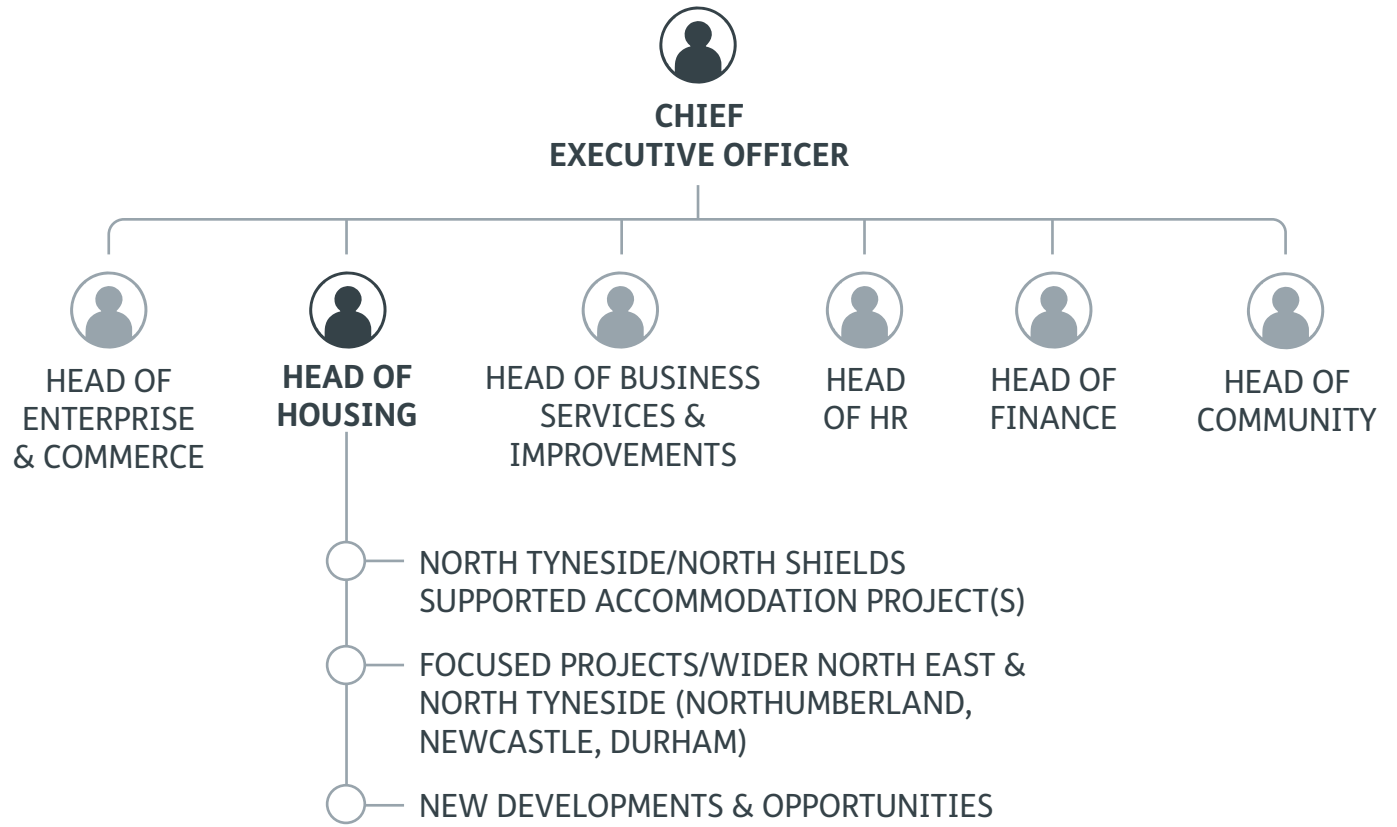
[Click here to view and read more on our Strategic Plan 2020 - 2025.](#)

ABOUT US (cont.)

Our Board of Trustees:

David Hodgson	President
Arif Shahab	Chair of Trustees
Victoria Scott	Vice Chair & Portfolio Holder for People & Human Resources
Barbara Morris	Trustee & Portfolio holder for Governance, Risk and Compliance
Howard Kemp	Trustee, People Strategy Working Group & Patterdale Directors
Mark Renney	Trustee & Portfolio Holder for IT & Innovation
Mark Earl	Trustee & Portfolio Holder for Finance
Russell Hall	Trustee & Portfolio Holder for Impact

Our Executive Leadership Team:



[To find out more about our Leadership Team, click here.](#)

YOUR APPLICATION

Thank you for your interest in YMCA North Tyneside and for wanting to work with us. Within this recruitment pack, you will find the details of the Head of Housing post and the selection process which will assist you in completing your application.

To apply to this post, you will need to submit the following as part of your application:

- An up-to-date CV which shows your career history
- A covering letter/supporting statement explaining why you are interested in the Head of Housing role, detailing why you believe you are a good candidate for this post and how you meet the criteria of the Person Specification
- Our online application form which can be found by clicking the following link: [YMCA Online Application Form](#)
- Finally, we ask that you please inform us of any dates that you are unable to attend an interview

Please note, applications will only be considered if all the above is completed.

We do also request that you complete our Equality & Diversity monitoring form, however, this is voluntary. This form is used for monitoring purposes in line with our commitment to equality and diversity. The link to our Equality & Diversity form is provided upon completion of your online application.

Applications to this post must be received by Sunday 4th April 2021.

We advise that you submit your application in good time and recommend that your CV and Cover Letter are no longer than 3 pages. Once you have submitted your application, you should receive confirmation. If you do not receive an acknowledgement of your application, please contact [HR](#).

If you would like to have an informal discussion about the Head of Housing post and/or the organisation, or if you have any other questions which may help you decide whether to apply, please contact [HR](#) and provide your contact details. Our HR department will be happy to arrange an appropriate time and date for you to discuss your queries with Dean Titterton, our CEO.

THE OPPORTUNITY

About The Post:

Are you a strategic, innovative and analytical professional looking for a new challenge?

An exciting and unique opportunity has arisen within one of North Tyneside's & Teesdale's leading charities providing Housing, Childcare, Health & Fitness, Training and essential Youth & Community Work services. We are looking for an exceptional, experienced leader to take on the role of Head of Housing.

The successful candidate will be a key member of the Executive Leadership Team and a custodian of YMCA North Tyneside's 5 Year Strategic Plan and 5 Year Financial Roadmap. Working closely with the CEO, this position is key in helping us deliver our ambitions, build on our strengths and maximise our potential. The post holder will be fully responsible for developing and enhancing the Housing department by increasing our housing stock and offer.

You will have a strong aptitude for strategic thinking, an eye for detail and a passion for making a difference to people's lives. An in-depth understanding of operational objectives and delivery is key, as you will be responsible for the overall leadership, oversight, performance and development of the Housing department. Additionally, you will also be responsible for the wider delivery mission of YMCA North Tyneside with a focus on enhancing our sustainability and risk management.

Our mission is to create a community where everyone is healthy, happy and connected. We seek to champion those that have no voice and support those that need it most. Employing nearly 100 members of staff across various locations, this growing organisation is ambitious, vibrant and visionary.

We are committed to the wellbeing of those we serve and those we work with and we're proud of our diverse, happy workforce.

If you are an exceptional senior leader with stakeholder management experience and demonstrable financial acumen, who wants to make a real difference to the lives of others in a warm and welcoming team, we'd like to hear from you.

JOB DESCRIPTION

Job Title:	Head of Housing
Contract Type:	Permanent - Full Time
Salary (FTE)/Hourly rate of pay:	£35,000 - £45,000 P.A. (& Benefits)
Hours of work per week:	37.5 (inc. flexible working, occasional evenings, weekends or bank holidays)
Responsible to:	Chief Executive Officer
Responsible for:	YMCA Housing
Location:	YMCA North Tyneside (primary location: North Shields)

Job Purpose:

As a key member of the Executive Leadership Team and a custodian of YMCA North Tyneside’s 5 Year Strategic Plan and 5 Year Financial Roadmap, the post holder will work closely with the CEO and have overall responsibility for leading the direction and development of the Housing department, this includes strategic planning and development, financial management, resourcing, and delivery of services.

In line with our Strategic Plan and Financial Roadmap, we want to expand our offer, increase income and create sustainability. This position is key to helping deliver this by building on and increasing the existing offer.

Key Responsibilities:

- Oversight and Leadership of YMCA North Tyneside’s Housing function
- Strategically/Operationally initiate and steer major funded Housing projects/programmes in line with strategic plans, ensuring effective monitoring systems, skilled staffing and income resource
- Take full strategic responsibility for stock acquisition projects including: financial performance, qualitative outcomes, feasibility and delivery budgets, programmes, milestones, engagement, implementation, overall project management and risk management
- Identify, initiate, negotiate and manage major funding and commissioned agreements and contracts with public and private sector agencies and assist with the production of business plans and budgets
- Lead (and/or) oversee the production and submission of grant opportunities and high value tenders

JOB DESCRIPTION (cont.)

Key Responsibilities (cont.):

- Lead (and/or) oversee commercial and legal negotiations and due diligence activities including property compliance reviews, title investigations, reviews and stock surveys
- Ensure legal compliance of the supported housing function across landlord and building health and safety
- Take full responsibility for profit and loss within the Housing Department
- Ensure regulatory compliance across the supported housing function, taking lead for social housing regulation, anticipating change and future proofing systems and practices
- Support a culture of contribution, ensuring managers work well together with high performance and high accountability
- Provide a strong advocacy for Housing at strategic level across the country and develop the profile and involvement of YMCA North Tyneside across North Tyneside and beyond
- Be well versed in and work with the Housing Management Team on ensuring front line staff are working to the [accessible information standards](#)
- Be a leader who can harness the full potential of staff (including volunteers) under your remit and build the business in line with expectations and targets
- Instigate and manage change within the charity where improvements and efficiencies have been identified
- Be a key member of the ELT and advise and provide regular feedback and advice on strategic development opportunities, performance against business plan, future opportunities, pricing strategies and current threats/concerns
- Develop business case justifications and cost/benefit analysis for spending and initiatives (including IT)
- Facilitate and participate in Working Groups of the Board, Partnership Groups and Consultative Groups as required to meet service area development and accountability requirements
- Lead (and/or) oversee the production of appropriate and accurate reports/data as required for the CEO/Board and/or external funders and other stakeholders (including contract compliance etc.)
- Support the Board of Trustees, CEO and ELT in setting the organisation vision and strategic direction

General:

- Effectively contribute to the overall work of YMCA North Tyneside and provide strong corporate leadership alongside the ELT
- Ensure that all personal ways of working and those of your team are consistent with the values and culture of YMCA North Tyneside and develops a culture which mutually supports the wider charitable aims, objectives and activities of YMCA
- This post holder will be expected to respect and uphold the aims, vision and values of YMCA North Tyneside

JOB DESCRIPTION (cont.)

Additional Information:

It is in the nature of the work at YMCA North Tyneside that tasks and responsibilities are in many circumstances unpredictable and varied, therefore, this job description is not an exhaustive list of duties and responsibilities but is intended to reflect a range of duties the post-holder will perform in line with their remuneration. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post-holder.

This role will involve liaison with Front-Line Staff, Management, the ELT, the CEO and the Board of Trustees to review and assure exceptional delivery of the Strategic Plan, 5-Year Financial Roadmap and the organisational mission and vision.

This post requires proof of right to work in the UK, satisfactory references and a satisfactory enhanced DBS Disclosure.

Equal Opportunities:

YMCA North Tyneside is committed to eliminating discrimination and encouraging diversity amongst the workforce. We aim to be an equal opportunities employer and we are determined to ensure no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.



PERSON SPECIFICATION

Education / Qualification			
	Essential	Desirable	Assessed by
A housing qualification and/or CiH membership		✓	CV/Application Form
Experience / Knowledge			
Demonstrable experience in housing with substantial strategic and operational knowledge of social and/or supported housing management	✓		CV/Application Form
Experience working in the public or voluntary sector, ideally for a charity (or similar) organisation	✓		CV/Application Form
Knowledge of the regulatory framework (RSH)	✓		CV/Application Form/ Interview
Knowledge of regulatory/legislative and compliance responsibilities for landlords and registered providers (including building health and safety)	✓		CV/Application Form/ Interview
Experience in a senior management role	✓		CV/Application Form/ Interview
Experience in managing a team successfully to achieve targets with high performance and high accountability	✓		CV/Application Form/ Interview
Experience working strategically and innovatively	✓		Interview
Experience in building partnerships with external parties to enhance business opportunities and relationships	✓		CV/Interview
Experience in writing reports, corporate strategy and policy	✓		CV/Interview
Experience of successfully managing budgets and undertaking forecasting with an understanding of budget accountability	✓		CV/Interview
Experience in achieving deadlines		✓	CV/Interview
Experience of successfully managing and leading a team	✓		CV/Interview

PERSON SPECIFICATION (cont.)

Skills & Abilities			
	Essential	Desirable	Assessed by
Excellent customer care skills	✓		Interview
Strong ability to lead by example	✓		CV/Interview
Strong analytical skills		✓	Interview
Excellent negotiation skills	✓		Interview
Excellent organisational skills	✓		Interview
Ability to deal with challenging people and situations		✓	Interview
Personal Skills & Abilities			
Good understanding of the challenges that are faced by the rural and urban communities of North Tyneside	✓		Interview
Ability to build strong relationships with stakeholders that are mutually beneficial	✓		Interview
Excellent interpersonal and communication skills	✓		Interview
Strong, visible, outgoing leadership style	✓		Interview
Interest in the housing and community industry	✓		CV/Application Form/ Interview

KEY DATES & IMPORTANT INFORMATION

Closing date:

4th April 2021.

Proposed interview dates:

First Stage Interviews are planned to take place on Friday 9th April 2021 between 9.00am - 1.00pm, these interviews will be held virtually and will last approximately 20-25 minutes.

For candidates that are successful in the First Stage Interviews, they will be invited back to a Second and Final Interview which will be held on Monday 12th April 2021. These interviews will be held in person at YMCA North Tyneside and are expected to last approximately 50 minutes to 1 hour.

The Second Stage Interview will include a 20 minute presentation, the brief will be provided later on Friday 9th April to those who have been successfully shortlisted and invited back for the second interview.

Candidates who are shortlisted for an interview will be contacted via email. If you have not been contacted by Friday 9th April 2021, you should assume your application has been unsuccessful.

Proposed start date:

W/C 2nd May 2021

If you are unable to attend any of the identified dates above, please contact [HR](#) before making an application.

If you have any questions about this role or need help with making an application please call **0191 257 5434** or e-mail **helen.noble@ymcanorthtyneside.org**

www.ymcanorthtyneside.org



/YMCANorthTyneside



YMCANTyneside

YMCA North Tyneside is a company limited by guarantee registered in England No. 02703063. Registered charity no. 1011495. Registered social housing provider no. 4793. Ofsted Registration: EY555165. Our registered offices are: Church Way, North Shields, Tyne & Wear, NE29 0AB. Telephone 0191 257 5434



YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.

SUPPORT & ADVICE

ACCOMMODATION

FAMILY WORK

HEALTH & WELLBEING

TRAINING & EDUCATION