

CHAIR RECRUITMENT PACK

September 2021



Thank you very much for your interest in this post. On the following pages, you will find details of the role and the selection process to assist you in completing and tailoring your application.

To apply you should submit:

- An up-to-date CV which shows your full career history – we recommend that this is no longer than three pages;
- A supporting statement explaining why you are interested in this role, detailing how you are a good candidate for this post and how you fulfil the person specification – we recommend that this is no longer than three pages;
- The declaration form, noting that completion of the equalities section is not mandatory, but is requested for monitoring purposes in line with our commitment to equality and diversity; and
- Indicate on the declaration form if you cannot attend any of the interview dates.

Please note that applications can only be considered if all the documentation is complete. Please submit your completed application documents using the online form, which is accessible via our jobs page: www.campbelltickell.com/jobs.

Applications must be received by Friday 1st October 2021 at 12 noon.

Please ensure we receive your application in good time. If you do not see an onscreen confirmation message after submitting your application using the online form, please call us on 020 3434 0990.

Do call me if you wish to have an informal discussion about the role and organisation, or if you have any other questions to help you decide whether to apply.

Kind regards

Kelly Shaw



Senior Associate Consultant
07900 363803
kelly.shaw@campbelltickell.com

Partner
020 3434 0990
greg.campbell@campbelltickell.com

Welcome to St Arthur Homes	4
About St Arthur Homes	5
Our Team	6
Board Members	8
Role Profile	10
Person Specification	11
Key terms and conditions	12
Key dates and the selection process	13
The media advertisement	14



Dear Applicant,

I am delighted that you have expressed an interest in joining St Arthur Homes as our new Chair.

We are based in London and South/South-East England and as a for-profit Registered Provider we have a strong emphasis on high quality affordable housing. We currently acquire, own, and manage affordable homes but with shared ownership being our main area of focus. We have ambitious growth aspirations over the next few years and see our new Chair playing a huge part in leading us on this journey.

Our current Board is highly skilled and from a range of backgrounds, bringing vast experience. As our new Chair, you will take a leading role in triangulating those skills and experience and complementing the team with your expertise to ensure rounded debate and diversity of thought in the boardroom.

Being an ambassador for St. Arthur Homes will also be particularly important and so ensuring you bring strong networking skills and housing market connections will be key. As a for-profit RP, our new Chair will need to be commercially focussed whilst having a strong sense of social purpose to ensure empathy with our customer base.

Prior chairing experience is not a pre-requisite for this role; however, having had exposure to governance frameworks and non-executive director responsibilities will be important. A good understanding of operating in a regulatory environment would also be advantageous, as would an understanding of commercial debt finance and capital markets.

At the same time, we are keen that our Board should reflect the communities we serve, which includes diversity of background as well as thinking.

I hope that this overview, together with the more detailed information set out in this information pack, provides a sense of why we are an organisation that needs a great Chair to help us grow and develop for the future.

Many thanks for your interest and on behalf of the Board and myself, I very much hope you will apply to join us and help shape our ongoing success.

Yours sincerely,

A handwritten signature in black ink that reads "Richard Cohen". The signature is written in a cursive, flowing style.

Richard Cohen
Chief Executive

A member of:



St. Arthur Homes is a Registered Provider (RP) of affordable housing, and so operates under the regulatory oversight of the Regulator of Social Housing (RSH).

From our HQ base in Central London, we acquire, own and manage affordable housing, with shared ownership being our main area of focus. As our shared ownership property portfolio and our presence in England continue to grow, we remain committed to ensuring that we can benefit those looking for help onto the property ladder.

As a member of the Wayfarer Partnership, we strive to deliver high quality housing. Our properties are built to a high standard and constructed to maximise energy efficiencies.

Our Mission and Values

St. Arthur Homes acquires and markets shared ownership properties, working with the partner Help to Buy agent. We pride ourselves on our first-class customer service and we build one-to-one relationships with our buyers, helping them through all stages of the house-buying process and beyond.

We also provide a professional, commercially focused and responsive service to our housebuilder and developer partners, and will respond quickly to requests for offers and provide property professionals with valuable advice when buying land.



Homeowners

At St. Arthur Homes, helping people onto the housing ladder is at the heart of what we do. We understand that taking the first steps to becoming a homeowner through shared ownership can be daunting, so a member of our experienced team and our specialist agents are here to guide prospective homeowners every step of the way. St. Arthur Homes is regulated by the RSH and we aim to conform to the highest level of compliance with its regulatory standards.

We always strive to offer high quality homes, and therefore we work with the most experienced developers to offer first rate properties that are tailored to complement and enhance their surroundings as well as creating sustainable communities.



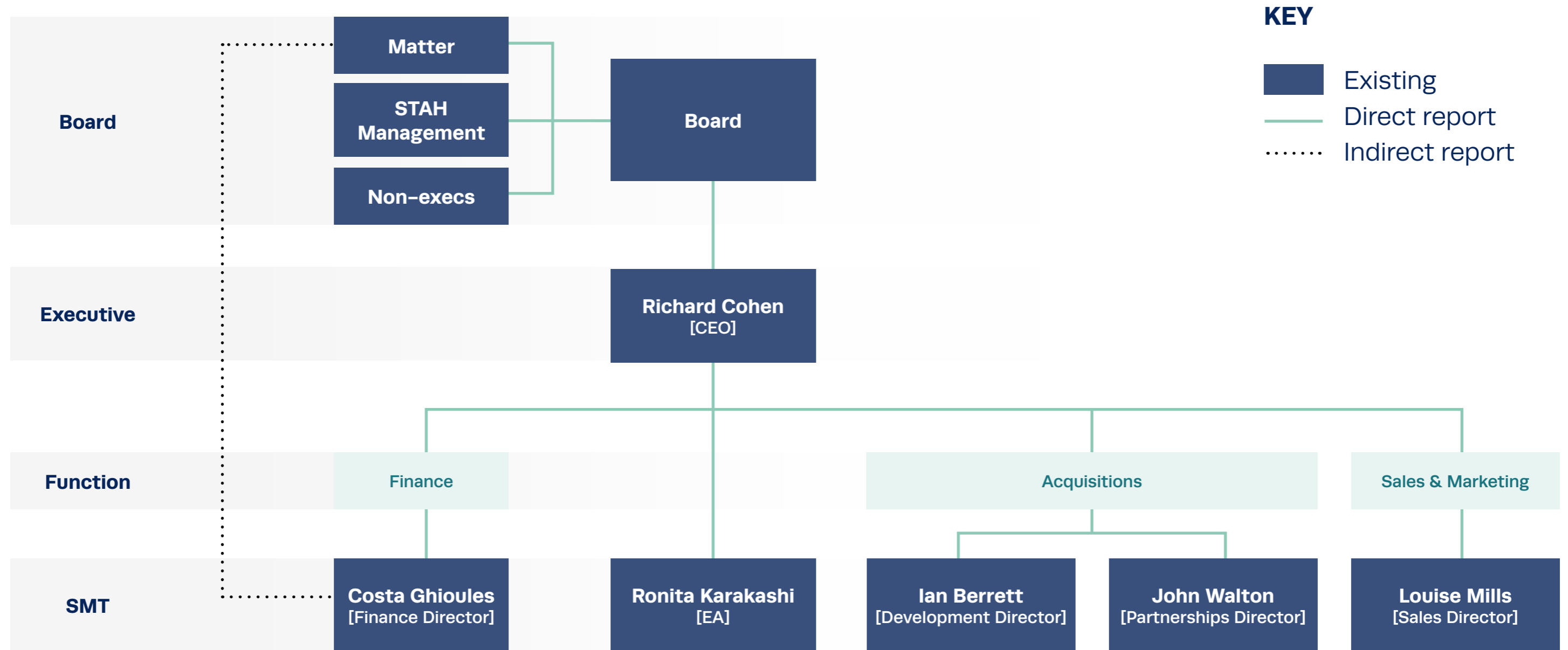
Property Professionals

We are specialists in Section 106 schemes and grant-led schemes of between 5 and 100 homes. Whilst larger RPs are often reluctant and unwilling to take on smaller schemes, at St. Arthur Homes, we specialise in these, providing a strong offering to the market.

We have worked hard to establish good relationships with local authority partners. Across the South of England, we work with local authorities, to mention a few, Southampton, Eastleigh, Winchester, East Hampshire, Chichester, New Forest, and Elmbridge. In London, we work with Local Authorities in Sutton, Hammersmith and Fulham, Hillingdon, Harrow, Ealing and Enfield amongst others. In all cases, we work closely with partner councils to deliver affordable housing, frequently on sites where more traditional housing associations are not willing to get involved.

We assess all sites on their respective merits, taking a long-term commercial view. As a Registered Provider of affordable housing, we are overseen by the RSH and we fully comply with the obligations in most S.106 agreements.

We are always looking to talk to dedicated property professionals who provide high quality homes for shared ownership across England.



Acquisitions				
CEO	Finance & Operations	Partnerships Director	Development Director	Sales & Marketing Director
<ul style="list-style-type: none"> Overall strategy Direct oversight of key acquisitions People: mentoring and development Stakeholder management (investors, customers, regulator) Regulatory Oversight Joint JW) 	<ul style="list-style-type: none"> Accounting Forecasting Cash management Borrowing Reporting (including monthly and quarterly board packs) Link into acquisitions team to merge pipeline into near-term cash forecasting Systems Risk management People Customer (tenant management) Management of outsourced processes 	<ul style="list-style-type: none"> Site acquisitions (North) Deal management Site acquisition appraisals and investment approval papers Market & competitor analysis (report to board) Strategic partnerships Regulatory Oversight Joint RC) Local Authority engagement HE/GLA/Other Public Funding Engagement Funding Programme Management (via Beacon Partnership) 	<ul style="list-style-type: none"> Site acquisitions (South) Deal management Site acquisition appraisals and investment approval papers Market & competitor analysis (report to board) 	<ul style="list-style-type: none"> Management of external and internal sales teams Management of direct sales (online, social media, offline) PR & marketing Sales progression Control of CRM Define and implement Sales and Marketing strategies per site. Input, appraisal and forecasting on proposed sites. Management and control of set Sales and Marketing budget Market & competitor analysis

Richard Cohen

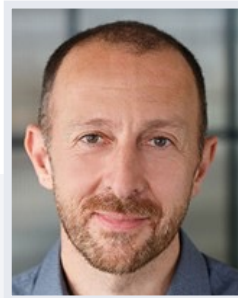
Richard has been involved in the establishment and successful running of London based property companies, specialising in mixed tenure development for over 20 years, culminating with the formation of a private registered provider of affordable homes, St. Arthur Homes, one of the first to achieve such accreditation in the south of England. Through this, Richard has gained a wealth of experience in both the private and public sectors in team building, business plan focus, contract negotiation, land and property acquisition and legal and planning negotiations. Richard has built strong relationships with leaders in the property sector and works closely with most of the top names in the industry.

Ian Berrett

A property professional with over 40 years experience and proven track record of success in the acquisition of both residential/ commercial land and property in both the public and private sector. Prior to St. Arthur Ian started his career with Greater London Council before moving on to become a Development Surveyor for Family Housing Association in the formative years of the Charitable Housing industry. Following that he then moved on to successfully set up and run his own Development Consultancy, advising housing association clients in the acquisition of land and properties for development / conversion in and around the Greater London area.

Simon Devitt

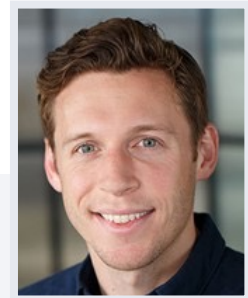
A Non-Executive Director with more than forty years' experience, working in the housing association and local authority sectors focusing on delivering effective customer services and developing partnerships with the private sector. Simon has a demonstrable record of achievement including the delivery of consistently strong financial results and successful engagement with the commercial sector.



David Christie

With over 25 years' experience in the industry, David is the CEO of Matter Real Estate. He has spent the majority of his career with prominent real estate investors including ARES, Doughty Hanson, Green Property and ESO Capital. David's focus has traditionally been on delivering strong returns within value-add and opportunistic investment strategies, including landmark investments such as the Knightsbridge Estate in London. He began his career at Knight Frank where he qualified as a Chartered Surveyor in their City of London office.

David has a BSc (Hons) in Property Valuation & Finance, City University Business School.



Richard Hunt

Richard leads the sourcing, evaluation and execution of Matter's real estate investments across Europe. He started his career at J.P. Morgan, where he worked on over £12bn of acquisition and leveraged finance transactions before moving into a principal investing role at ESO Capital. As a member of the founding team at Matter, Richard has been involved in completing all of our investments to date and holds board positions on a number of investee companies.

Richard has a BA in Russian and Management from University College London and has completed the Real Estate Programme at the Saïd Business School, University of Oxford.

Responsible for: The Board **Line manages:** Chief Executive

Role purpose:

- Engage the Board and Executive, leading them in consideration of how we uphold our purpose and values, in the context of delivery of our strategic plan.
- Generate a collaborative culture across the Board and Executive to ensure an effective and accountable governance infrastructure.
- Set a Board agenda that provides necessary focus on the business, which supports a 'one team' approach; and stretches us to aspire and be ambitious about fulfilling our potential.
- Contribute experience, expertise and insight, including effective chairing of meetings.
- Ensure the interests of our key stakeholders are considered at a strategic level, and that our obligations are well understood.

Accountabilities

1. Leadership

1.1 Lead accountability for the direction and control of the organisation with the Board and Executive.

1.2 Support and advise the Chief Executive, provide a sounding board and constructive challenge, assist with decision-making between meetings.

1.3 Be an ambassador for the organisation, working with the Chief Executive to agree on the management of key external stakeholder relationships.

2. Strategic management

2.1 In collaboration with the Board and Executive, set short and long-term objectives, driving the development of strategic aims for required outcomes.

2.2 Role model and support the Board in providing constructive challenge to the Executive team.

2.3 Place a premium on equality, diversity and inclusion matters as part of good decision-making.

2.4 Initiate and contribute to assessment of current and future opportunities and challenges, considering risk to ensure effective strategic decision-making.

2.5 Ensure financial viability of the organisation through effective business planning and budgeting for revenue and capital expenditure and treasury management.

2.6 Oversee the reporting framework for the organisational structure, contributing to the governance of subsidiaries as required.

2.7 Ensure a framework of prudent and effective controls, which enables risks to be identified, assessed and managed or mitigated.

2.8 In reviewing and monitoring performance, ensure that the management information provided by the Executive supports considered and effective decision-making.

2.9 Promote a culture of robust business assurance that supports compliance with all legal, statutory and regulatory obligations.

2.10 Follow appropriate standards of conduct and behaviour set out in the National Housing Federation's (NHF) Code of Governance 2020.

3. Working as team

3.1 Develop and challenge the Board and Executive to deliver their best as a combined leadership team.

3.2 Use regular appraisal of the Board and Chief Executive to further embed learning and development.

3.3 Lead in developing a succession plan for key roles such as Board membership, Chief Executive and Company Secretary.

3.4 Assist in the consideration of effective resource management in the organisation to meet our business objectives, supporting the Chief Executive and drawing on the Board's expertise.

As a member of the Board you will uphold our values and fully support our 'one team' approach. In addition, we seek a Chair who can offer the following.

Experience and knowledge

- Good governance knowledge, likely to have significant exposure as an executive at Board level and/or an extensive NED track record, in organisation(s) of similar complexity.
- Insightful about Board and Executive relationships, understands this interface.
- Prior chairing experience is desirable.
- Has the ability to know how to make meetings effective and dynamic for all participants.
- Has experience of operating in a commercial setting and is able to translate this to business needs.
- Understands organisational-wide approaches to business assurance and compliance.
- Knowledge of social housing is not essential, but a passion for our potential as a housing provider is essential.

Skills

- Excellent communication and interpersonal skills, with an approachable style.
- Strong negotiator and influencer; able to work intuitively with a wide range of stakeholder and secure buy-in.
- Has a strong set of networks that are relevant to the role.
- A strategic thinker with commercial and financial acumen.
- Able to make sound judgements, confident in own knowledge, able to give advice to others and be accountable for that advice.
- Able to assess and manage risk, without being risk averse.

Behaviours

- Acts in alignment with our purpose and values.
- Acts with integrity.
- Is open and transparent in all dealings.
- A motivational leader, who coaches and inspires excellence and accountability.
- Proactively demonstrates a strong commitment to equality, diversity and inclusion.
- Entrepreneurial spirit, inspires aspiration.
- Brings energy, can enthuse others.



Position

Chair

Remuneration

The annual remuneration for the role is c.£12K per annum, plus travel expenses where required. This will be subject to periodic review, taking account of the organisation's development and of the market.

Tenure

Three years, which would usually be renewed for a further three years, in line with the NHF Code of Governance 2020.

Time Commitment

This varies throughout the year but as a guide it is likely to involve 2–3 days a month.

This includes preparation and attendance at virtual or face-to-face meetings, ad hoc contact between meetings and reflection time on business growth and the company's strategic direction.

Informal virtual meetings are held on a monthly basis. Formal board meetings are held quarterly in person.

Term of Office

The tenure length for a Board member is three years. This can be renewed subject to a satisfactory appraisal and an assessment of the Board's skills requirements and members' effectiveness. All members are restricted to a maximum of nine years' continuous service (i.e. three terms, each of three years).

Meetings

Current meetings are held virtually, However, in-person meetings will be held at Matter Real Estate offices, 82–84 Berwick Street, Soho, London, W1F 8TP and take place every quarter.



Closing date: **Friday 1st October 2021 at 12 noon**

The client meeting to agree longlisted candidates will take place on Friday 8th October 2021. We will be in touch to let you know the outcome of your application by Monday 11th October 2021.



First interviews: **Friday 15th October 2021**

Longlisted candidates will be interviewed virtually by a Campbell Tickell panel including Greg Campbell and Kelly Shaw.

On the same day there will be the opportunity for candidates to have a virtual informal discussion with Richard Cohen (CEO, St. Arthur Homes) and Nick Bull (Matter Real Estate).



Stakeholder Session: **w/c 18th October 2021**

Shortlisted candidates will have the opportunity to meet with a range of internal staff virtually. This will be observed and facilitated by Kelly Shaw from Campbell Tickell.



Final interviews: **Friday 22nd October 2021**

Shortlisted candidates will be interviewed by a St Arthur Homes Panel with Greg Campbell attending as a Campbell Tickell representative.

Interviews are planned to be face-to-face. Venue to be confirmed nearer the time.





Chair – for profit RP, Shared Ownership c.£12K London

St Arthur Homes is a for-profit Registered Provider with a strong emphasis on high quality affordable housing. We currently acquire, own, and manage affordable homes with shared ownership being our main area of focus, with aspiring growth ambitions over the next few years.

Based in London and South/South-East England we are now seeking to recruit our first Chair who will bring strong housing market connections and have a commercial outlook that will support the direction of the business going forward.

Prior chairing experience is not an absolute but having had exposure to governance frameworks and Non-Executive Director responsibilities will be important. In addition, a good understanding of operating in a regulatory environment would be advantageous, as would an understanding or insight to commercial debt finance and capital markets.

What will also be key is your ability to lead a strong board and executive and to support our philosophy of providing a professional, commercially focused, and responsive service to all our customers.

For an informal discussion, contact **Kelly Shaw** on **07900 363803**, or kelly.shaw@campbelltickell.com

A job pack is available at www.campbelltickell.com/jobs/

Closes | Friday 1st October | 12 noon

CAMPBELL
TICKELL



CAMPBELL TICKELL

Telephone +44 (0) 20 8830 6777
Recruitment +44 (0) 20 3434 0990

info@campbelltickell.com
www.campbelltickell.com
[@CampbellTickel1](https://www.instagram.com/CampbellTickel1)

