

DIRECTOR OF RESOURCES & RISK



Recruitment Pack
JULY 2025

CAMPBELL
TICKELL

▼ Welcome to Tuntum

Thank you for your interest in applying for the role of Director of Resources & Risk at Tuntum Housing. We have put together some information below which we hope will help you understand the organisation and the role. For more information, please visit www.tuntum.co.uk.

▼ Introduction from the CEO

I am delighted to present this opportunity to join Tuntum's Executive Leadership Team.

There has never been a more exciting time to join Tuntum Housing Association, having just completed our [first regulatory inspection](#) under the new Consumer standards, and having recently strengthened our financial resilience; as Director of Resource and Risk, you will play a pivotal role in shaping our business strategy and safeguarding our long-term sustainability.



As a member of the executive team this role will be central in helping us to deliver our ambitious [Building Brighter Futures strategy](#) and progressing our transformation programme to the next stage.

We are looking for an engaging, principled and inclusive leader with vision, ambition, and proven expertise in strategic finance, treasury, and risk. You will be a key advisor to the Board and to me personally as Chief Executive.

This role is more than finance; it is about making sure our people, systems, and culture are fit for the future. If you share our commitment to delivering impact for our communities, and you are a strong leader who thrives on challenge, we would love to hear from you.

Charmaine Simei, CIHCM
Chief Executive Office

▼ About Tuntum

Tuntum was set up over 35 years ago by community activists from the Windrush generation to provide quality housing and jobs for people primarily from the black Caribbean community. From those humble beginnings, the Association has significantly grown and diversified its operations while still maintaining its identity as a BME-led housing association.

You can read our [35th anniversary brochure](#) on our website.

▼ We provide homes

We manage over 1600 properties and provide homes for over 3000 people in 12 local authority areas.

We provide accommodation and supported housing services for older people, refugees, young mothers, people suffering with mental health difficulties and homeless young people.

▼ We are BME-led

We are the only independent BME-led housing association in the East Midlands. The majority of our staff and Board are reflective of Nottingham's black and minority ethnic communities.

▼ We support communities

We also deliver a number of non-housing initiatives which add value to the lives of our tenants and the communities in which we operate; this includes being the lead sponsor to the legendary Nottingham Carnival.

▼ We are well-governed

We are governed by a Board of up to 12 individuals, who have a wide range of skills and experience.

We are supported and regulated by the government through the [Regulator for Social Housing](#)

The Regulator for Social Housing's Regulatory Judgement for Tuntum Housing Association is C2, G1, V2. Click [here](#) to read the full judgement.

We are a member of the National Housing Federation and BME National, a collection of over 60 BME-led housing associations.

Our latest [Financial Statement](#), [Annual Report](#) and [Value-for-Money Strategy](#) are all available on our website.

▼ Our Vision and Values

Our **Vision** is:

To be a dynamic community-based housing association, passionate about Building Brighter Futures and empowering people in sustainable multi-cultural neighbourhoods.

Our **Values** are:

Trustworthy	We keep our promises and operate with respect and integrity.
Understanding	We listen to our customers; understand their needs, and the homes they live in, and will use this insight to continuously improve our services.
Nimble	Being small and community-based means that we have the ability to respond quickly and creatively.
Transparent	We operate with openness, honesty and humility.
Unifying	As a BME led organisation, we exist to support and champion the multicultural and diverse needs of the communities we serve .
Motivated	Tuntum Housing attracts and retains a staff team and Board who are eager to serve our customers and deliver against the organisation's proud history



Job Description

Job title	Director of Resources & Risk
Reports to	Chief Executive
Responsible for	Finance Team, HR Manager, IT Manager
Location	90 Beech Avenue, New Basford, NG7 7LW
Hours	37 per week
Salary	£95,246.43 per annum

Purpose

To provide strategic leadership and day-to-day management of the Association's Resources and Risk Management functions, including finance, treasury, IT, HR, internal controls, and risk management. This role ensures that the Association delivers high-quality, value for money services, informed by a sound understanding of customer needs and preferences. It is responsible for ensuring that financial accounting and control functions comply with all statutory, regulatory, and professional requirements, and that budgets and business planning targets are realistic, supporting cost efficiency and continuous service improvement.

Key Responsibilities

1. Leadership

- Provide inspirational and engaging strategic leadership to the Resources and Risk Management functions ensuring efficient and effective delivery to support the Association's goals.
- Inspire and promote a culture of continuous improvement, performance, and innovation.
- Collaborate with the executive team to turn bold plans into corporate strategies and ensure sound governance

2. Strategy

- Develop and implement strategies for finance, treasury, risk management, IT, and HR.
- Develop and implement the Association's Value for Money strategy.
- Appraise financial options and risks for new initiatives and provide expert advice to the Board and Chief Executive accordingly.

3. Financial Management

- Lead operational financial services, including payroll, service charges, accounts, and planning.
- Develop and implement a sustainable financial and treasury strategy.
- Maintain strong relationships with lenders and funders.
- Set annual budgets with the Board and Chief Executive ensuring effective in-year budget

management.

- Ensure effective treasury management alongside strong relationships with funders and ensuring risk management procedures align with the Board-approved strategy.
- Lead the procurement strategy to ensure efficient, transparent, and ethical purchasing practices.

4. Risk Management & Compliance

- Lead the implementation and embedding of the Risk Management Strategy.
- Chair the Risk Assessment Panel.
- Ensure effective governance systems are in place and support the board in fulfilling its regulatory duties.
- Ensure regulatory compliance across the Association and be accountable for the submission of all relevant returns to the Regulator.
- Develop and monitor internal control systems, including performance and risk.

5. IT and Business Support

- Ensure IT systems support staff efficiency and innovation.
- Oversee facilities, office management, and internal controls.
- Ensure service areas are supported to meet organisational goals.
- Ensure that IT systems enable efficient and innovative ways of working, and that staff are motivated and supported within a culture of learning, high performance, and continuous improvement.

6. Human Resources

- Lead the HR function, ensuring effective workforce planning, recruitment, performance management, employee relations, and staff wellbeing.
- Promote an inclusive, values-based culture aligned with organisational goals.
- Ensure compliance with employment legislation, and oversee engagement with staff forums.
- Champion leadership development, succession planning, and learning and development strategies.
- Ensure that equality, diversity and inclusion is embedded in all employment processes and practices and act as champion for EDI in the Association

7. External Relations

- Act as an ambassador and represent Tuntum positively with key external stakeholders, including regulators and funders.
- Promote the organisation's interests at sector forums and meetings.

8. Reporting and Governance

- Produce and present strategic reports to the Board and Committees.
- Maintain compliance with financial reporting requirements and corporate governance standards

Person Specification	
Requirements	Essential
Education	<p>Professional qualification in finance (e.g. CIPFA, CIMA, ACA, ACCA).</p> <p>Evidence of continued professional or management development.</p>
Experience required	<p>Extensive experience of operating at senior level in social housing and/or related sectors, with a similar portfolio e.g. finance, treasury management, IT, and risk.</p> <p>A proven track record of financial compliance relevant to the organisation.</p> <p>A proven track record of managing lender/funder and investor relationships.</p> <p>Staff management experience with a strong track record in taking leadership and corporate responsibility.</p> <p>Experience of developing and managing a robust compliance and governance culture Knowledge of Human Resource management processes desirable</p>
Skills and abilities	<p>Strategic mindset, capable of developing and implementing effective plans and strategies to drive organisational growth and success.</p> <p>Able to assess risk and promote risk awareness without being risk averse.</p> <p>Highly numerate and IT literate, able to work with a range of financial reporting and accountancy systems; In-depth understanding of compliance and regulatory requirements I the housing sector.</p> <p>A champion for the optimisation of the use of new technology</p> <p>Able to make sound financial judgements, confident in own abilities and able to give advice to others and be accountable for that advice.</p> <p>Strong negotiation, problem-solving and decision making abilities</p> <p>Excellent organisational and time management skills to effectively prioritise tasks and meet deadlines</p>

Personal qualities required	<p>Approachable, personable; able to form positive relationships and secure buy-in.</p> <p>A motivational leader, who maximises the performance of teams and individuals.</p> <p>Exceptional communication skills, both written and verbal, with the ability to engage and influence a wide range of stakeholders</p> <p>Used to working under pressure whilst maintaining accuracy.</p> <p>Proactively demonstrates a strong commitment to equality and diversity.</p> <p>A self-starter, able to work on own initiative, exercise good judgement and be tenacious in pursuing opportunities and excellence.</p> <p>Resilient and self-motivated with the ability to handle pressure and manage multiple priorities effectively</p> <p>Collaborative and teamwork orientated mindset with the ability to foster a positive and inclusive work culture</p> <p>Strong interpersonal skills</p>
Circumstances	<p>Willingness and ability to travel regionally to represent and promote Tuntum.</p> <p>Able to work flexibly and as required evenings/weekends given the seniority of role.</p>

Benefits of working at Tuntum Housing

What We Offer:

As well as a competitive starting salary of £95,246.43 per annum per year, you will also receive an excellent benefits package of:

- Hybrid working (we operate on a 3 days in the office/ 2 from home basis)
- 30 days' annual leave plus public holidays
- A discretionary day off for your birthday (or the anniversary of your start date)
- Westfield Health level 1 cover
- £15 per month towards gym membership
- Up to 8% employer contribution pension scheme
- 3x life cover (as part of pension scheme)
- Free parking

🟡 How to Apply:

You will no doubt do your own due diligence but do read this pack carefully as it will provide you with a good overview of the organisation and the role. After you have done that, please feel free to get in touch with one of us, so that we can talk through your offer and get a sense of how it aligns with what Tuntum is seeking.

To apply, we will need the following from you:

- A CV. Make sure this confirms your current/most recent roles (you can sum up earlier roles, say before the last 15 years); tell us about your achievements so we get a picture of your skills and experience; try to keep it to two pages or three at most;
- A personal statement. We want to hear about your motivation, why this role and this organisation, and you will also want to evidence how relevant your offer is to the role specification; again ideally in two to three pages; and
- The declaration form, which is accessible via the role page on the Campbell Tickell website (link below) and includes space to indicate if you cannot attend any of the interview dates.

Please submit your completed application documents using the online form, which is accessible via our jobs page: www.campbelltickell.com/jobs. You will receive an email acknowledgement and see an onscreen confirmation message after submitting your application, but if you have any issues, you can call 020 3434 0990.

The role closes at **9am, Tuesday 5th August 2025**. Please ensure we receive your application in good time.

We are happy to have further discussion, so drop one of us an email at the address below and we can arrange a time to speak.

Kind regards,

Alice Morris

Alice Morris | Senior Associate Consultant

alice.morris@campbelltickell.com

07931 432033

Jim Green

Jim Green | Senior Consultant

jim.green@campbelltickell.com

Key dates and the selection process

Closing date: Tuesday 5th August | 9am

We will be in touch to let you know the outcome of your application by the end of the following week.

First stage selection

Longlisted candidates will be invited to the following two appointments:

First interviews: Thursday 21st August | via Teams

- Longlisted candidates will be interviewed by a Campbell Tickell panel, led by Jim Green.

Conversation with Chief Executive: Tuesday, 2nd September | via Teams

- There will be an opportunity for an informal conversation with the Chief Executive, Charmaine Simej.

We will be in touch to let you know the outcome of the first stage by the end of this week.

Final stage selection

Shortlisted candidates will be invited to the following two appointments, on: **Friday, 12th September at Tuntum's office.**

Stakeholder sessions:

- Opportunity to have a discussion with members of the Senior and Executive teams.

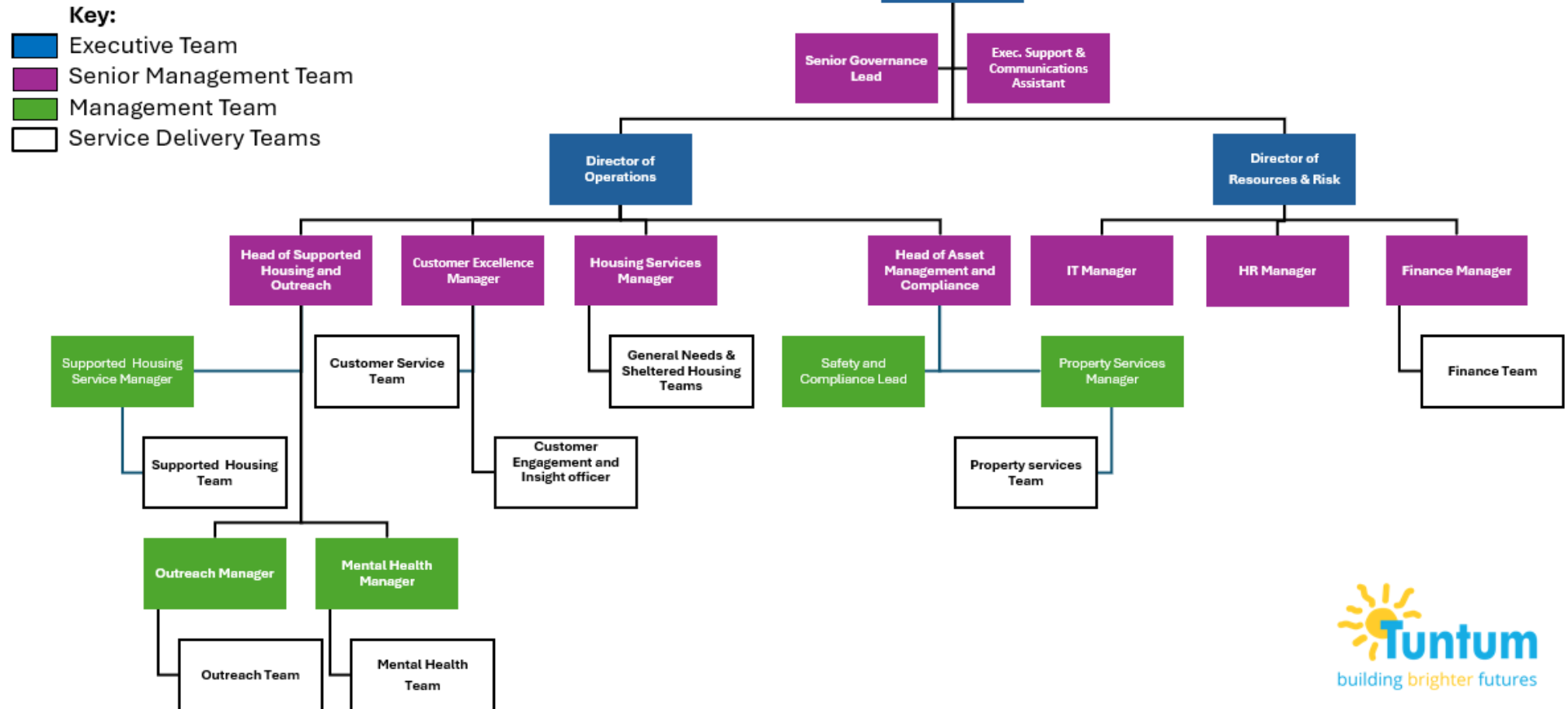
Final interviews:

- There will be a final panel interview, led by Charmaine Simej, Chief Executive; with Danielle Oum, Chair; Nick Murphy, Chair of the People & Governance Committee; Olu Oloruntuyi, Chair of ARC; and a Campbell Tickell representative will also be in attendance.

If you are unable to participate on any of the identified dates for interviews or other sessions, please do speak to Campbell Tickell before making an application.

Staffing Structure

June 2025





CAMPBELL
TICKELL

DIRECTOR OF RESOURCES & RISK

£95,246 pa | Nottingham

We are excited to be seeking a new Director of Resources and Risk to join our small Executive Team as we continue our ongoing modernisation agenda at Tuntum.

We have a rich and inspiring legacy as a black and minority ethnic housing provider, rooted in tackling housing injustice. That legacy continues to inform what we do today – delivering high-quality homes and services, as well as wider social value across Nottingham's diverse communities.

Our new Director will need to share our commitment to that core purpose, as well as aligning to our values.

This is a broad portfolio role, leading on finance, IT, HR, and risk, so you will have

a wide impact across the business. A qualified finance professional, you will bring senior experience likely gained in the housing sector, a forward-looking mindset on innovation and change and a particular focus on making sure people, systems, and culture are fit for the future.

We are open to this being your first Director role, but we will need you to bring energy, ideas and a honed leadership style to our organisation, to help ensure we remain efficient, forward-thinking, and compliant.

If you share our commitment to delivering impact for our communities, and are excited by the chance to help shape the next chapter of Tuntum's journey, we would love to hear from you.

Download an information pack at www.campbelltickell.com/jobs, and then contact Alice Morris to book a telephone call for further discussion:
alice.morris@campbelltickell.co.uk | 07931 432033 | Closes | Tuesday 5th August 9am