



Board Member Recruitment pack

July 2026

Your application

Thank you very much for your interest in these Board Member roles at FCHA. On the following pages, you will find details of the role and the selection process to assist you in completing and tailoring your application.

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 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 that aligns to what FCHA 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, and try to keep it to two pages or three at most.
- A personal statement. We want to hear about your motivation, why this role/organisation, and you will also want to evidence how relevant your offer is to the role profile and person specification; again, ideally in two to three pages; and
- The declaration form, which is accessible via the role page on our website 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 confirmation and see an onscreen confirmation message after submitting your application, but if you have any issues, you can call 020 3434 0990.

The roles close at 9am, Thursday 13th August 2026. Please ensure we receive your application in good time.

Do contact one of us 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,

Isabella Ajilore

Search Consultant
07572 166 417

Isabella.ajilore@campbelltickell.com

Alice Morris

Consultant, Campbell Tickell

alice.morris@campbelltickell.com

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Welcome to FCHA

Dear Candidate,

Thank you for your interest in joining the Board of First Choice Housing Association. We are delighted to be welcoming applications for two new members to strengthen our team – one bringing expertise in HR, who will Chair the People & Culture Committee, and another with experience in tenant engagement, who will sit on the Tenant Advisory panel.

First Choice was set up with a simple but important purpose: to make sure people who need specialist housing are not left behind. That mission still drives us today. Everything we do is centred on our tenants – listening to them, learning from them, and working with them to provide homes that make a real difference to their lives.

I am proud to say that 98% of our tenants told us this year that we are a good landlord, and 94% felt their rent and service charges offer good value for money. Our Tenant Advisory Group continues to influence decisions at Board level, ensuring tenant voice is not just heard but shapes how we grow and improve. This is what matters most: tenants at the heart of everything we do.

Last year we received a fully compliant green Regulatory Judgement with no recommendations – a clear endorsement of our governance, financial management, and service delivery. Alongside this, we are expanding the number of homes we provide across Wales, deepening our focus on equity, diversity and inclusion, and investing in stronger internal structures so we remain resilient and well-governed as we grow.

The roles we are recruiting to are pivotal to this journey. Whether guiding us on People and Culture matters or ensuring that the voice of our tenants is heard, you will support our strategy to deliver more homes where they are needed most and your contribution will directly improve outcomes for the people we support.

You don't have to come from a housing background to make a difference here. What matters is that you share our values, care about improving lives, and bring fresh thinking, energy and collaboration. Combined with your expertise, this will help us continue to put tenants first and deliver meaningful impact.

If you are excited by the opportunity to contribute to an organisation that is making a tangible impact on people's lives, we would love to hear from you. Please reach out to Campbell Tickell to learn more about these opportunities.

Best wishes

Matt Wilde

Matt Wilde
Chair of the Board



About FCHA

First Choice Housing Association (FCHA) was established in 1988 to provide accommodation specifically for vulnerable individuals, emerging as part of the All-Wales Strategy.

Our specialism is the provision of housing for those who may be vulnerable and face challenges accessing housing and ensuring equal access to the right to live independently as others in the community as valued members of society. Working across Wales, Shropshire, Shrewsbury and Telford, in partnership with 22 Local Authorities and Health Boards, the Association provides high quality, bespoke homes tailored to suit the needs of individuals.

Our portfolio includes accommodation for people requiring adapted housing with a learning disability and other complex health needs, ex-armed forces personnel and family, mental health challenges and young person's services, sometimes transitioning from care.

First Choice Housing Association currently owns 450 properties providing homes to over 1070 individuals. We are a values led organisation and our culture is focused on partnership and working together, open and honest, equal and fair and hard working.



Role profile

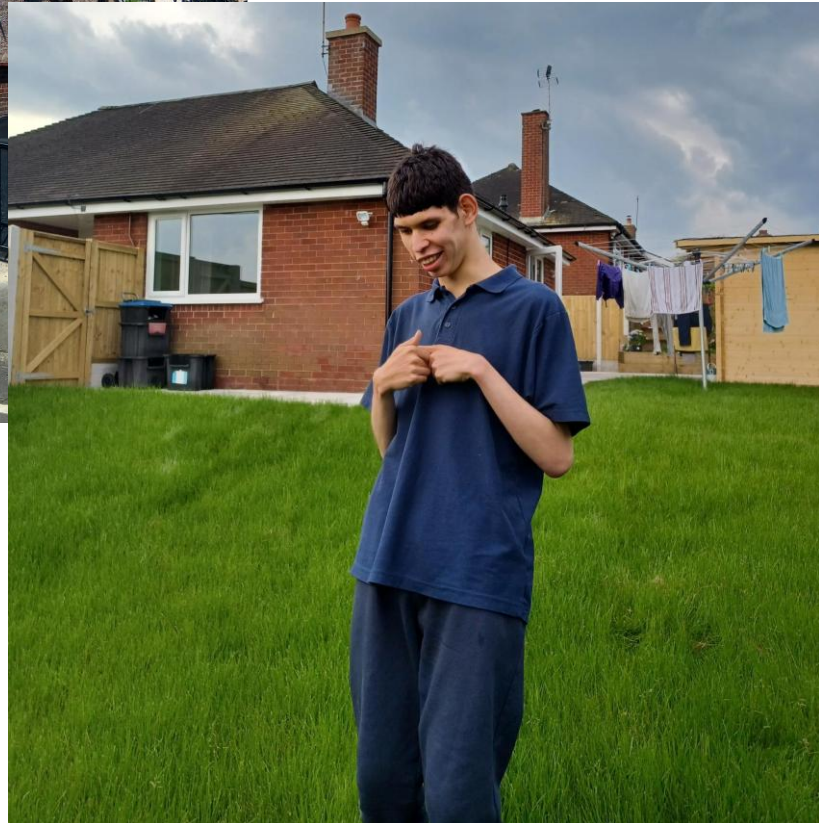
Governance

Governance is the term used to describe the Board's activities and how it makes its decisions. The core functions of the Board are contained within the Association's Rules. The Welsh Government also sets out its key expectations in the "Regulatory Code for Housing Association's registered in Wales

Core Governance Functions

- Defining and ensuring compliance with the organisation's values and strategic objectives – the board is ultimately responsible at all times for safeguarding and maintaining the financial viability of the organisation, meeting its business plan objectives and obligations to funders
- Establishing a framework for approving strategies, policies and plans to achieve those objectives
- Satisfying itself as to the integrity of financial information and approving annual Budgets, accounts and business plans and ensuring long term financial viability
- Agreeing and overseeing a framework to effectively delegate activities ensuring that effective systems for evaluating the work of the organisation, internal control, risk management and communication and engagement with service users and stakeholders
- Taking decisions and agreeing policies on all matters that might create a significant financial or other risk to the organisation or that raise significant issues of principle
- Establishing mechanisms for communication and receiving feedback from the organisation's stakeholders and shareholders.
- Monitoring the organisation's performance and taking timely corrective action if required
- Take an active role in promoting the success of the organisation.
- Taking overall responsibility for self-evaluation and continuous improvement plans for submission to Welsh Government
- Appointing, managing and dismissing if required the Chief Executive and members of the Executive Team
- Satisfying itself that the organisation's affairs are conducted lawfully and with probity
- Following the organisation's constitution in appointing and removing the Chair of the board.
- Establishing a code of conduct for the board.

- Ensure all Board member responsibilities in relation to Health & Safety are undertaken as outlined in the organisational Health & Safety policy



Key Responsibilities

Strategic Leadership

- To receive and consider reports in a timely manner prepared by officers and Committees and to question these to ensure that decisions are well founded.
- To read all papers in a timely manner, prepare for and regularly attend Board meetings and participate in discussions and decision making.
- To take Membership of at least one Committee and to regularly attend meetings and participate in the Association's work.
- To develop constructive and where necessary challenging working relationships with the Executive Team
- Attend AGM, appropriate training events and all Board strategy days.
- To actively participate in individual and Board performance reviews.
- To respect confidentiality of information and uphold the association's Code of Conduct.
- To abide by decisions of the Board of Management.
- Not to undermine the work or reputation of First Choice and abide by the Association's rules
- To determine the membership and terms of reference of its committees/groups and keep these under review at least annually.
- To ensure compliance with the Regulatory Code for Housing Associations registered in Wales.
- Assuring the effectiveness of governance on a regular basis.
- To adhere to the Associations anti-bribery policy
- To lead in conjunction with the Executive team on the Associations self-evaluation ensuring regulatory performance standards are met.
- Engage with FCHA tenants via a variety of routes ensuring the tenant voice is heard



Skills and Experience

ESSENTIAL

- Knowledge and understanding of the legal duties, responsibilities and liabilities of Board Members.
- Access to a laptop or tablet.
- Collectively, Board members should possess some of the following skills and experience:
- Leadership
- Financial management
- Direct knowledge of the circumstances, needs and aspirations of the client group the Association serves
- Housing Management/Housing Law
- Human resources/staff training and development/employment law
- Performance monitoring
- Risk Management
- Legal compliance
- Building and Development-Asset management
- Supported Housing
- IT and digital innovation
- Marketing and Public Relations
- Management systems and practices
- Strategic thinking
- Tenant Participation
- Equality and diversity
- knowledge and acumen of the national and local political, regulatory and operating environment



ATTITUDES AND PERSONAL QUALITIES

- Commitment to the aims of the Association
- Integrity
- Ability to work with others within a committee structure
- Ability to exercise independent judgement and articulate those views
- Ability to think creatively and where necessary challenge the accepted practice
- Willingness to speak their mind in a constructive manner with a committee dynamic
- Willingness to learn new skills
- Willingness to devote the necessary time and effort
- Commitment to the equality and diversity agenda and anti-discriminatory practices
- Ability to think strategically
- Commitment to attendance at Tenant Engagement events
- Shared values which align to those of FCHA



Role profile - Chair (People & Culture Committee)

Role Purpose

The Chair of the People & Culture Committee provides strategic leadership, ensuring effective oversight of people, culture and governance. The role supports the Board through assurance, scrutiny and challenge across workforce, culture and EDI.

Key Responsibilities

- Lead and chair Committee meetings, ensuring effective governance and decision-making.
- Provide strategic oversight of workforce, organisational culture and EDI.
- Report Committee activity and recommendations to the Board.
- Oversee Board composition, succession planning and development.
- Monitor HR metrics and organisational performance.
- Oversee remuneration and senior appointments processes.
- Ensure fair handling of disciplinary, grievance and conduct matters.

Committee Leadership Duties

- Chair at least three meetings per year.
- Approve agendas, papers and minutes.
- Ensure effective participation from Committee members.
- Work closely with the Director of Corporate Services & Housing.

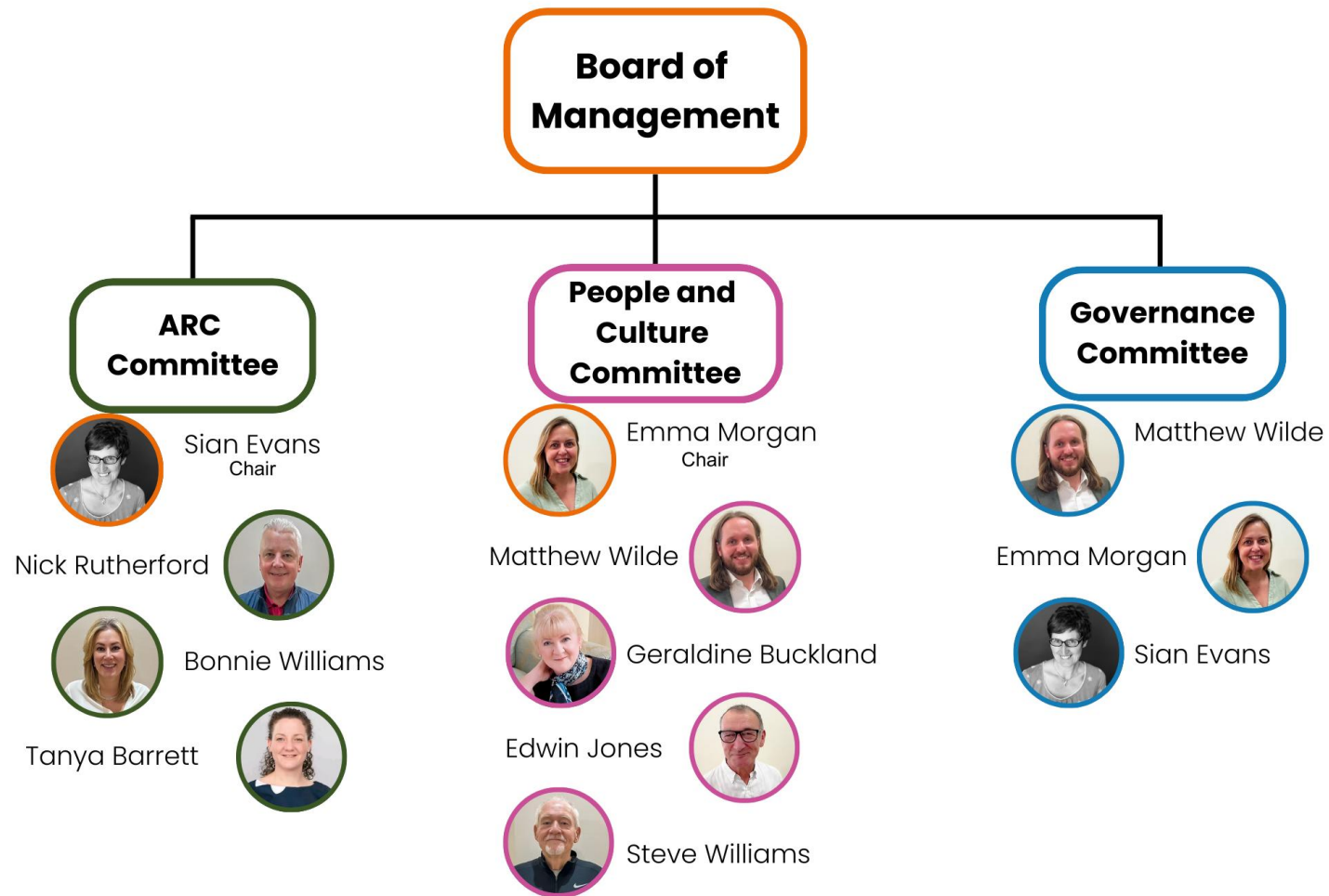
Person Specification

- Experience in HR, organisational development or governance.
- Strong strategic thinking and decision-making capability.
- Understanding of EDI and organisational culture.
- Ability to handle confidential and sensitive issues.
- Terms of Appointment
- Appointed annually by the Board.
- Maximum term of three years (extendable in exceptional circumstances).
- The Chair of the Board cannot fulfil this role.

Time Commitment

- Minimum of three meetings per year plus preparation time and ad hoc duties as required.

Governance structure chart





Key terms and conditions

Remuneration

Board Members: £4,164 per annum. There is an additional supplement for the Chair of the People & Culture Committee of £1,000 per annum.

FCHA will also reimburse all reasonable travel and subsistence expenses incurred by Board and Committee members for attending Board and committee meetings and other agreed events and meetings.

Time Commitment

Board members are expected to have the capacity to be able to commit to fulfilling their duties and responsibilities as effectively as possible. As a guide, we estimate that the time commitment for the Board Members will be around 12 days a year.

Board and committee meetings are usually held in the early evening on a Tuesday. Board meetings are currently held approximately 9 times per year with 4 of these being face to face and the others remotely, with committees meeting 4 times a year remotely. There are an additional 2 away days per year which require in person attendance.

Period of appointment

Board and Committee members are usually appointed for a three-year term initially, potentially renewable once to a maximum of nine years. Board skills and competencies are reviewed regularly, and all Board and Committee Members are appraised each year.

Location

Board meetings are held virtually with four face-face meetings in Cardiff, committee meetings are virtual and away days are held in person. Other meetings are usually either held at the offices or virtually/via digital conferencing. Occasional regional and national travel to attend tenant events etc. may be necessary.

Key dates and the selection process

Closing date: 9am, Thursday 13th August 2026

The meeting to agree longlisted candidates will take place w/c 3rd November. We will be in touch to let you know the outcome of your application by the end of this week.

Interviews: 25th and 26th August 2026 (online)

Shortlisted candidates will be interviewed by an FCHA interview panel.

Tenant engagement through the process will be with the Chair of our Tenant Advisory Group either as part of the panel supported by our Tenant Engagement Coordinator or via a separate less formal meeting.



Board and committee meeting dates

The schedule of meeting dates has been devised following the 2023 Governance Review and in response to key points in the Association's business year e.g. approval of budget, approval of business plan, etc. Committee dates may change if there is not sufficient detail available at the time of the Committee, although this will be avoided as much as possible. Board meetings are normally held on the third Tuesday of alternate months. The schedule aims to minimise the occurrence of more than one meeting per month. Additional meetings may be convened at the request of the Company Secretary, Chairperson of the Board or by two Board Members who give notice to the Secretary specifying the business to be carried out.

BOARD AND COMMITTEE MEETING DATES 2026/27

	Apr 26	May 26	June 26	July 26	Aug 26	Sept 26	Oct 26	Nov 26	Dec 26	Jan 27	Feb 27	Mar 27
Board		19 th V	23 rd IP	14 th V		29 th IP	20 th V		08 th IP		02 nd V	23 rd IP
AGM						15 th IP						
BSD										22 nd / 23 rd IP		TBC IP
ARC		05 th V			04 th V			17 th V			23 rd V	
P&C		27 th V				22 nd V				26 th V		

V – Virtual

IP – In Person



Board Member and Committee Chair (People & Culture)

South Wales, £4,126 pa | £1,000 Committee Chair Supplement

First Choice Housing Association (FCHA) is a specialist housing provider supporting vulnerable adults across Wales. Since 1988, we have helped people with learning and physical disabilities, complex needs, mental health conditions, and veterans live independently. We own 450 properties and provide homes for over 1,070 individuals.

We are seeking two new Board Members to help shape our future. One role requires expertise in tenant engagement ideally from within a care and support background, while the other is suited to candidates with experience of People & Culture who will also chair our People & Culture Committee. The additional supplement (above) recognises the additional responsibilities, leadership expectations, and governance obligations associated with serving as Committee Chair.

Board Members contribute to governance, risk management, and strategic decision-making. We welcome applications from senior leaders across all sectors. Social housing experience is desirable but not essential.

We are looking for individuals who share our values, think strategically, provide constructive challenge, and demonstrate integrity and sound judgement. The role includes occasional engagement with tenants.

FCHA is committed to a diverse and inclusive Board and encourages applications from people of all backgrounds, particularly those from underrepresented groups.

Download a job pack at www.campbelltickell.com/jobs

Contact Isabella Ajilore at Campbell Tickell to arrange a conversation:
Isabellaajilore@campbelltickell.com | Tel: 07572 166 417

Closes: 9am | Thursday 13th August 2026

**CAMPBELL
TICKELL**



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Telephone 020 8830 6777
Recruitment 020 3434 0990

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