

CAMPBELL
TICKELL



Calgarth Park



Chair and Treasurer (2 roles)

Recruitment Pack

July 2026

Your application

Thank you for your interest in the Chair of the Board and Treasurer roles at Lake District Housing Association Ltd. On the following pages you will find details of the roles and the selection process to assist you in completing and tailoring your application.

You will no doubt do your own due diligence but please read this pack carefully as it will provide you with an overview of the organisation and roles.

To apply, we will need the following from you:

- **A CV.** Make sure this confirms your current/most recent roles, including any Trustee/NED posts (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 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 9.00am on Thursday 30th July 2026.

Please ensure we receive your application in good time.

We are very happy to have a preliminary discussion. Please send an email to either of us at the addresses below and we can arrange a time to speak.

Kind regards,

Hayley

Hayley Sheldon

Search Consultant

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Jim

Jim Green

Head of Executive Search & Selection

jim.green@campbelltickell.com

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Welcome Letter

I am delighted that you are considering joining Lake District Housing Association as either our new Chair or Treasurer. As I hope you will see reading this pack and reading about us, this is a unique and special organisation, and we are very excited to be welcoming two new Board colleagues.

Lake District Housing Association Ltd operates a small retirement community in a beautiful setting by the shore of Lake Windemere which contains 26 apartments. Our location Calgarth Park is a Grade II listed Georgian villa, with a history stretching back to the late 18th century, which was converted for residential use in 1970, when we were founded.

We are a not-for-profit company registered as a community benefit society. That means our residents can be share-owning members and currently the majority of our residents are members. We have a small Board of Trustees (known as our Executive Committee) which helps to guide the strategy and direction of the organisation and which after some considerable change in recent months is at present made up of residents. We are currently seeking two new independent Trustees to join our Board as Chair and Treasurer, to work alongside our resident Trustees to keep the organisation safe, sustainable and well-run.

This is a time of change for us and a program of transformation has already started, so you will be joining at a very interesting time. While considerable progress has already been achieved, there is much to do as we continue to professionalise our operations and we are really looking forward to our new Chair and Treasurer bringing their expertise to bear.

For these roles we are seeking:

- Chair: You will bring considerable senior leadership experience as well as proven experience as a Chair of either a Board or committee. Your strategic planning ability will be key to this role, as well as your ability to get the best from our Board.
- Treasurer: A qualified accountant, you will bring a commercial eye to operations and the financial acumen to keep our organisation safe and sustainable. While we expect you to have experience in a senior leadership role, we are open to this being your first Trustee role.

For both roles, we are open to your sector background, but you will need to share our passion for independent retirement living in a caring, welcoming and supportive environment. These are critical roles for our small organisation and will have a big impact. If this sounds exciting, please speak to Campbell Tickell, our retained recruitment partner.

Yours sincerely,

Edward

Edward Truch
Chair

About Lake District Housing Association/ Calgarth Park

Lake District Housing Association plays an important role in providing high-quality, community-focused homes within one of the UK's most scenic and desirable regions. We are committed to creating a safe, comfortable, and supportive living environment for retired residents. Located in the heart of the Lake District near Windermere, Calgarth Park offers long-term rental accommodation designed for people aged 55 and over, combining independence with access to support and companionship when needed.

A key feature of the housing provided is the balance between privacy and community. Residents benefit from self-contained apartments set within attractive, historic surroundings, while also having opportunities to engage in social activities and build meaningful connections. At Calgarth Park, this ethos is evident in the welcoming and caring environment, where a strong sense of belonging is encouraged but remains entirely optional for those who prefer a quieter lifestyle.

Lake District Housing Association also values heritage and sustainability, maintaining and repurposing our historic buildings. Calgarth Park itself is set within a Georgian villa that has evolved over time into modern apartments, preserving its character while meeting contemporary housing needs. Lake District Housing Association aims to provide more than just housing; it creates communities where people can feel secure, supported, and at home within the unique landscape of the Lake District.

Read more: www.calgarthpark.org.uk



Role Profile: Chair

Role purpose

- To lead the Executive Committee in ensuring that it fulfils its responsibilities for the governance of the organisation.
- To work in partnership with the Estate Manager helping them to achieve the mission of the organisation.
- To optimise the relationship between the Executive Committee and its staff, and with residents.

Key Responsibilities

1. To chair Executive Committee meetings, ensuring that the Executive Committee functions effectively and carries out its duties.
2. To comply with any adopted code of governance and all legal duties.
3. To work with the Executive Committee to set overall strategy and policy objectives.
4. To ensure that the organisation's financial dealings are prudently and systematically accounted for, audited, and publicly available.
5. To ensure the services provided are of a high quality and meet the needs of members, residents and other stakeholders, safely and effectively.
6. To ensure that services are caring, responsive, and well-led, and are provided within current regulation and legislation.
7. To ensure that LDHA resources are applied exclusively in pursuance of its goals.
8. To ensure that where appropriate, monies are invested to the greatest benefit of the organisation within the constraints of the law and ethical investment practices.
9. To monitor decisions taken at meetings and ensure they are implemented.
10. To safeguard the reputation and values of LDHA.
11. With the Estate Manager, to develop appropriate and relevant agendas for meetings.
12. In consultation with the Members, make recommendations on the composition of the staff team, and future Chairs of the Board.
13. To work in consultation with the Executive Committee to recruit Committee Members with specific/relevant expertise.

14. To ensure that the Executive Committee annually reviews its structure, role, and relationship with staff, and implements agreed changes as necessary.
15. To define and keep under review selection and performance criteria for Executive Committee Members.
16. To undertake a full rigorous and documented appraisal process of the Executive Committee, at least annually.
17. The Chair should have a full and rigorous, documented appraisal, which should be led by a senior member of the Executive Committee and informed by the views of all Executive Committee members.
18. Work with the Estate Manager to ensure that all Executive Committee Members receive appropriate advice, training and information relating to their role.
19. To use individual skills, knowledge, and experience to assist the Executive Committee in reaching sound decisions; this may involve scrutinising Board papers, leading discussions, participating in sub-committees, and working groups, providing advice and guidance, or any other relevant issues in which an Executive Committee Member has special expertise.
20. To understand the difference between governance and management, and to delegate appropriately.

Optimising the relationship between the Executive Committee and staff/volunteers

24. To ensure that the organisation has appropriate procedures, e.g. to comply with current employment and equal opportunities legislation and good practice.
25. To be involved in the recruitment and selection process for senior staff.
26. To receive regular informal progress reports of the organisation's work through the Estate Manager.
27. To reflect to the Executive Committee any concerns staff have regarding the role of the Executive Committee, or its members; to relate the concerns of the Executive Committee and other constituencies to the Estate Manager.
28. In consultation with the Executive Committee Members, to agree an annual calendar of Committee meetings and major events for the organisation.
29. To support and contribute to the development of the Executive Committee, facilitating change and addressing conflict.

Person Specification: Chair

Knowledge and experience

- Substantial leadership experience.
- Experience chairing, either a Board or a Committee
- Experience in acting as a non-executive director
- Experience of governance in a regulated sector.
- Proven substantial experience of some of the following areas:
 - Strategic management and planning
 - Risk management
 - Financial management
 - Change management
 - Performance management
 - Business development

Skills and Abilities

- High level of competency in the skills required to chair meetings effectively.
- Ability to build and lead a high performing team effectively.
- Ability to create a culture of collective responsibility, encouraging debate and consensual decision making.
- Possess excellent communication and decision-making skills.
- Ability to maintain relationships with Executive Committee Members, staff and residents.

Style and behaviours

- Acts with integrity and actively supports and promotes the values and ethos of LDHA.
- Committed to the values of accountability, openness, and transparency.
- Demonstrates a commitment to equality and diversity.
- An open, engaging, and enthusiastic style.
- Personal and professional credibility that will command confidence across all levels of the organisation and among stakeholders.

Role Profile: Treasurer

Role purpose

- Perform all aspects of the role of a Committee Member of Lake District Housing Association, contributing to the collective delivery of our vision, mission and values, our duty to our residents.
- Work closely with the Executive Committee, in co-ordination with the Estate Manager, to take a lead role in ensuring the Committee fulfils its financial and regulatory duties; that effective governance is in place to ensure financial resources are spent and invested in line with the organisation's policies legal and regulatory requirements
- Provide support and guidance to the Estate Manager on financial matters as needed.
- Ensure oversight and scrutiny of budgets, accounts, management accounts and financial statements to the Executive Committee, as well as setting expectations for internal controls.
- Take a lead role on behalf of the Executive Committee on risk management and assurance processes, advising the Executive Committee on best practice frameworks for schemes of delegation, risk management, systems of internal control and assurance including internal audit, as well as value for money.
- Ensure that the Executive Committee delivers its key strategic role in securing the organisation's long-term viability and sustainability, in compliance with relevant regulation and legislation.

Key Responsibilities

1. Through setting budgets, monitoring and accounts reports and scrutiny of these, to ensure that there is sound financial management of the organisation's resources, ensuring that expenditure is in line with budgets and financial plans.
2. Liaising when applicable, with the Estate Manager or other appropriate members of staff responsible for the financial activities of the organisation.
3. Working with the Estate Manager to ensure that appropriate accounting procedures and controls are in place.
4. Advising the Board on the selection and appointment of auditors and providing technical lead and scrutiny on behalf of Executive Committee Members on the audit planning and accounts sign-off processes.
5. Advising on the financial implications of the organisation's strategic plans.
6. Ensuring that the Executive Committee is informed of any significant fraud and that steps are taken to prevent a repetition.

Person Specification: Treasurer

Knowledge and experience

- A professional accountancy e.g. ACCA qualification and or chartered membership is required.
- Substantial experience of finance in a not-for-profit or commercial environment
- Substantial experience of governance in a regulated sector.
- Experience in acting as a Trustee or Non-executive director *desirable but not essential*.
- Proven substantial experience of:
 - Strategic management/advisory and planning
 - Risk management
 - Financial management

Skills and Abilities

- Possess excellent communication and decision-making skills.
- Ability to maintain relationships with Executive Committee Members, staff, and residents.
- Ability to communicate complex financial information and data to other Executive Committee Members

Style and behaviours

- Acts with integrity and actively supports and promotes the values and ethos of LDHA.
- Committed to the values of accountability, openness, and transparency.
- Demonstrates a commitment to equality and diversity.
- An open, engaging, and enthusiastic style.
- Personal and professional credibility that will command confidence with the board members and executives.

Key terms and conditions

Remuneration:

Chair: £3,000 per annum

Treasurer: £2,000 per annum

Reasonable expenses incurred in fulfilling your role will also be reimbursed.

The appointment:

Trustees are re-elected each year at the AGM on a one-year rolling basis.

Time Commitment:

Both roles: 1 day per month

The Committee expects to meet every other month. Initially, meetings may be more frequent for a period of three months as the Chair and Treasurer take up their roles.

Location:

Board meetings are held at our offices at: Calgarth Park, Ambleside Road, Troutbeck Bridge, Windermere, Cumbria, LA23 1LF.

Online attendance via MS Teams for some meetings is acceptable.

Key dates and selection process

Closing date | Thursday 30th July | 9.00am

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

Interviews | w/c 10th – 17th August via Teams/ in person TBC

Shortlisted candidates will be interviewed by an LDHA panel lead by Edward Truch, Chair; and Nigel Monaghan, Trustee

If you are unable to attend on any of the identified dates for interview, please do speak to Campbell Tickell before making an application.



Calgarth Park

Chair and Treasurer (2 roles)

Cumbria/ remote | Chair: £3k pa / Treasurer: £2k pa

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Role closes: 30th July 2026 at 9am. You can download a recruitment pack from: www.campbelltickell.com/jobs.

For further discussion please contact Hayley Sheldon:
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