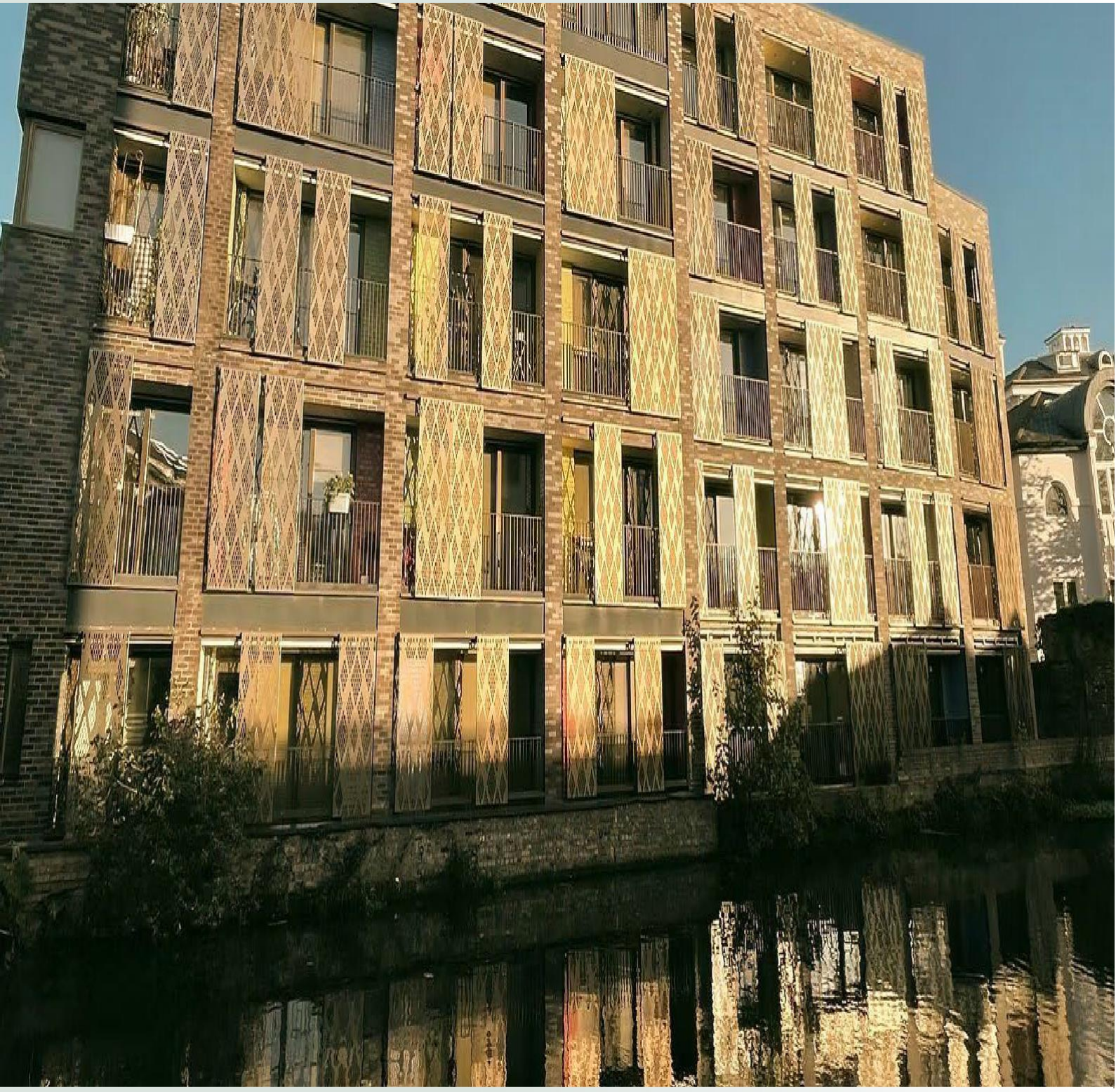
Westminster Community Homes Ltd



Board Member

Recruitment pack

October 2026

CAMPBELL TICKELL

Your application

Thank you very much for your interest in these Board Member roles at Westminster Community Homes (WCH). 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 WCH 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 12th November. 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,

Matthew Carey
Researcher, Campbell Tickell
07931 432047
matthew.carey@campbelltickell.com

Alice Morris
Consultant, Campbell Tickell

alice.morris@campbelltickell.com

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Welcome

Dear Candidate,

We are excited to be welcoming new Board Members to our Board team at Westminster Community Housing (WCH).

At WCH, we're committed to being at the heart of our communities, providing homes for lower-income households in the heart of London – City of Westminster.

We are an innovative and forward-thinking organisation, we want all our residents to feel comfortable in their homes, make the most of their tenancies and be proud of where they live because we know that building strong communities is as important as providing a home. We have a two-way relationship with our tenants and our aim is for all our residents to be happy and feel part of their community.

We are an organisation that wants to lead by example and given the various changes to the law being introduced, we are excited to share one of our most recent projects, the "Housing Refresh Project" to ensure all our homes are fit for purpose, compliant and make us proud Also, since 2011, WCH have provided over £200,000 of funding into various community projects ranging from sports activities, environmental schemes and those designed to aid educational attainment.

The social housing strategic landscape presents both challenge and opportunity, and we have continued to progress by adapting and being agile in this fast-changing environment. We are seeking new members who can help shape our future direction building on our strong financial position and track record of delivery and growth.

As part of this recruitment campaign, we are also looking to appoint three new board members who will bring a range of skills from housing finance and audit to health and safety and/or building compliance.

If any of the above resonates with you then please do find out more about this unique opportunity and how you can make a real difference to those who live in the Westminster community.

Kind regards

Mark

Mark Davies

Chair of the Board

About us

Westminster Community Homes was formed to deliver homes and other services for the benefit of people living in or wishing to live in Westminster.

Westminster Community Homes (WCH) was incorporated in December 2009 as an Industrial and Provident Society (now Co-operative and Community Benefit Society) which is a company with charitable aims. In December 2010 became a Registered Provider (RP). WCH status has changed since last year as it moved from having an independent status and subsidiary of Westminster City Council (WCC), to being wholly controlled by WCC with effect from 2 May 2018.

Westminster Community Homes has two core competencies which enable us to provide the types of homes that meet the aspirations of residents and the City Council's needs.

We use our local knowledge and specific skills in order to play a key role in the delivery of the Housing Renewal Programme and wider City Council housing strategy through the provision of additional affordable housing.

We understand the challenges facing residents and find solutions to the housing need demands facing the City Council.

Our mission is to support Westminster City Council in its delivery of the Strategic Housing programme and to provide quality homes at rents that tenants can afford.

We remain one of the last Westminster providers delivering affordable housing at social housing rent levels, rather than introducing affordable rents. This allows us to provide decant opportunities for tenants affected by regeneration as their new home will be on broadly the same rent levels.

We aim to build and acquire high-quality sustainable homes which complement the local environment and encourage thriving neighbourhoods. In order to achieve our objectives, we work closely with the City Council to help deliver Westminster's housing strategy.

Westminster Community Homes has a development programme which consists of a mixture of property acquisitions and some new build programmes. We have also designed our own specification which provides a superior finish compared to most housing providers in our sector. This specification will continue to evolve and change as we strive for continual improvement.







Board Members



Mark Davies - Chair and Board Member

Mark joined the Board of Westminster Community Homes in November 2023. Mark is a founding Director of Integer Advisory Limited, a consultancy which advises Registered Providers, public sector agencies and investors in the social housing, local government and UK infrastructure sectors. Prior to establishing the company, Mark was a Partner in a large financial services provider based in the City. Mark has worked in the social housing sector for around 20 years and has previously been Vice Chair at Fortis Living (now part of Platform Housing Group), where he also Chaired the Audit and Risk Committee. Mark is particularly focussed on developing the governance and risk management frameworks at WCH while building on our delivery of quality services for existing residents and more social housing within the City in line with the objectives of both WCH and the City Council.



Victoria Elvidge - Board Member

Victoria has been involved in Social Housing for 20 years, first as a board member at Sanctuary Housing and subsequently as chair of the Social Sector (Building Safety) Engagement Best Practice Group set up after the Grenfell tragedy to look at good resident engagement's role in improving building safety. For seven years she sat on the board of LEASE (the Leasehold Advisory Service) and for many years chaired First Tier Tribunals (Property Chamber). Victoria is a trustee of Pallant House Gallery in Chichester. She trained as a solicitor and lives in Westminster.



Andrew Whitley - Board Member

Andrew has had a long-standing interest in housing and health-related matters and has had a variety of non-executive director roles across these sectors including being a former Chair and Vice-Chair of CityWest Homes and a Non-Executive Director at Westminster NHS Primary Care Trust for 9 years. He is a Fellow of the Institute of Chartered Management Accountants with a broad background in finance and governance related issues, specialising in merger, de-merger and other due diligence activities. He has built up a broad career background having worked in some of the UK's largest private and public sector organisations, including Diageo, British Gas, Pearson, P&O, Transport for London and the NHS. He has spent recent years, prior to retirement, Head of Governance at Waythrough (and formerly Richmond Fellowship).

Our Team



Neil Tryner - WCH CEX and Company Secretary

Neil has been with Westminster Community Homes since 2023. As Chief Executive Officer and Company Secretary, Neil oversees the running of the Company and ensures our service to customers meet all regulatory standards and we are well governed and respond to customers needs.

Neil has over 30 years of experience working in housing and supported housing as a provider and commissioner for local authorities and housing associations.



Elizabeth Roberts-Mills – Director of Finance

Elizabeth has been with Westminster Community Homes, since July 2024 and runs the finance function overseeing all finance processes and functions and reports to the Board ensuring we comply with our financial regulations.

Elizabeth is one of our part time members of staff. She has over three decades of experience across public and private sector organisation companies. Elizabeth also currently works for Westco Ltd when she is not working for WCH.



Hannah Callender - Operations Manager

Hannah has been in the role of Operations Manager for Westminster Community Homes since 2020 and previously worked as an Operations Officer. During her time with Westminster Community Homes, she had developed many relationships with residents and wider City Council colleagues within this time. She has over 10 years' experience in Housing, contract management, tenant relations and affordable housing programs. Hannah deals with our daily operations, overseeing our Housing Management service, provides updates to monitor WCH compliance, governance and legal matters in aim to deliver a safe, and enjoyable living experience for all of our tenants.



Sophie Sheekey - Operations Officer

Sophie works full time assisting Hannah on general overall running of office including accounts payable. Sophie also manages the void properties. Sophie is responsible for Intermediate rent and oversees advertising Horizon scheme properties, hosts viewings and is the contact for Intermediate rent tenants.



Anton Robinson - Leasehold Negotiator

Anton is our Health & Safety Officer and has been part of WCH since 2017. He originally joined as the Leasehold Negotiator, representing Westminster City Council in the leasehold buyback process for two major regeneration sites in the north and south of the borough. Today, Anton ensures the safety and compliance of all our properties. His responsibilities cover a full range of statutory requirements, including Gas Safety certification, Electrical Safety, Fire Risk Assessments and follow up actions, Legionella monitoring, LOLER assessments, and Asbestos management. He is also leading on the important and ongoing issue of damp and mould across our homes. With 14 years of experience across both the private and public sectors, and strong negotiation skills developed throughout his career, Anton is a valued member of the team who is committed to ensuring that WCH provides safe, high-quality homes we can all be proud of.



Severine Masona – Maintenance & Asset Officer

Severine is a Maintenance and Asset Officer with over 15 years of experience in customer service across diverse industries, including entertainment, hospitality and construction in the private and public sector. Throughout her career, she has developed a strong ability to manage assets efficiently while maintaining a clear focus on service quality, operational excellence, and stakeholder satisfaction. She is passionate about delivering reliable maintenance solutions, protecting asset value, and building positive, long-lasting relationships with both contractors and occupants.



Ishmael Pamer – Operations Officer

Ishmael joined Westminster Community Homes in Sept of 2025 and is covering for maternity leave of Sophie Sheekey. Ishmael focuses on allocations and lettings to make sure customers are able to move into their new homes quickly. He is also the first point of contact for all our Intermediate Market Rent residents, dealing with general queries and housing related enquiries as required. Ishmael has over 25 years of experience working in housing, maintenance, and customer service.



Kim Wright - Administrator

Kim joined Westminster Community Homes in August 2023, as the team's full-time administrator. Kim undertakes various roles within the team but her main duties revolve around all finance functions supporting the Director of Finance and the Chief Executive as well as leading on the tenancy renewal processing, ensuring invoices and tenancy renewals are processed on time and supports the Board. Kim has worked for a number of years in the housing sector and has 40 years of experience supporting customers in her other various roles.

Role profile

Responsible to:	Chair and the Board
Purpose:	To uphold the vision, values, objectives and policies of the organisation and to be collectively responsible for directing the successful operation of Westminster Community Homes in accordance with our governing instruments and regulatory compliance requirements.
Key accountabilities:	1. Promotes good governance and ensures that the organisation's affairs are conducted in accordance with the highest standards of probity. 2. Ensures that decisions taken by the Board are in the best interests of the organisation and its customers. 3. Works in accordance with the organisation's chosen Code of Conduct and Code of Governance. 4. Participates in reviews of Board performance, both individual and collective, attending training when required; participating in opportunities for learning and development and keeping up to date with sector matters. 5. Diligently prepares for and attends Board meetings, making an active contribution to discussions and decision making. 6. Provides leadership on equality and diversity matters ensuring this is reflected in all that the organisation does. 7. In the event of unavoidable absence from a meeting, provides comments and questions in advance on the relevant papers to the meeting Chair. 8. Approves an appropriate, robust and prudent business planning, risk and control framework and contribute to regular effectiveness reviews. 9. Establishes ambitious but financially prudent strategic policies and plans to achieve organisational objectives and approves each year's budget and accounts prior to publication. 10. Monitors the organisation's performance in relation to plans, budgets, controls and decisions, and ensures that the organisation is well run and viable. 11. Ensures value for money, understands the costs of the business and sets targets relating to securing value for money. 12. Agrees policies and make decisions on all matters that might create significant financial or other risk to the organisation. 13. Maintain good relationships with other members of the Board, the senior management team and other staff, and with external stakeholders. 14. Be an ambassador for the organisation; help build its brand and public profile.

No Board role profile can cover every issue which may arise. As such, the postholder is expected to be flexible in carrying out the role requirements.

Person specification

General requirements:	
Board Members should have or be able to acquire a diverse range of skills, competencies, experience and knowledge. These should cover the following broad areas: – Providing leadership and working as an effective team to take strategic and policy decisions; – Awareness of the needs and aspirations of the communities and people served; – General business, financial and management skills; and – Insight into the external operating environment.	
Specific requirements:	
For these three vacancies we seek skills/experience in finance, property investment and compliance; and generalist leadership	
Essential competencies: Board members need to be able to align to the following:	
Interpersonal skills	Relates to others in an effective way; uses debate constructively to reach agreement
Resilience	Maintains a professional demeanour, even in difficult situations
Progressive	Is committed to a philosophy of continuous improvement
People focused	Looks at matters through the perspective of customers, staff colleagues and stakeholders
Cultural awareness	Values and seeks to understand cultures that are different from your own, with a proactive commitment to equality, diversity and inclusion
Corporate culture	Committed to the vision and values; has loyalty to the organisation
Accountability	Owns issues, takes accountability for self and the organisation
Integrity	Places a high premium on probity, is open and honest
External awareness	Keeps up to date with housing and related matters.
Problem solving	Able to analyse and draw conclusions; plays a part in the solution.
Technology management	IT literate, able to receive and work with electronic information and participate in digital meetings etc.
Financial competence	Has good financial acumen *a financial qualification is necessary for the finance board member
Risk control	Able to appreciate and understand the consequences of risk.
Westminster Community Homes will continue to offer its Board Members opportunities to develop these competencies through training and developmental.	

Key terms and conditions

Renumeration

The role is renumerated at **£3,125 per annum**. You can claim for reasonable travel expenses.

Time Commitment

Any Board Member role is a significant time commitment. You will be expected to attend meetings of the Board, and to devote adequate time to preparation for meetings, away days, committees, visiting projects, undertaking training and development events as appropriate, and to attend and participate in reviews linked to individual performance.

We estimate that the time commitment for the role is around 1 day per month. This is likely to feel a little busier at the beginning with induction.

Term of Office

The tenure length for Board Member roles is three years. This can be renewed subject to a satisfactory appraisal. All board members are restricted to a maximum of six years' continuous service (i.e. two terms, each of three years).

Board Schedule

Board meetings are held quarterly and take place at **Westminster Community Homes, Westminster City Hall, 12th Floor, 64 Victoria Street, London SW1E 6QP**.

You can view the 2026/27 Board forward meeting plan schedule **here**

Key dates and the selection process

Closing date: Thursday 12th November at 9am

The client meeting to agree longlisted candidates will take place w/c 16th November. We will be in touch to let you know the outcome of your application by the end of this week.

First interviews: Monday 23rd November 2026

Longlisted candidates will be interviewed by a Campbell Tickell panel

Interviews will be held via virtually via MS Teams.

Final interviews: Tuesday 1st December 2026

Shortlisted candidates will be interviewed by a WCH panel comprising Mark Davies, Chair and Neil Tryner – CE and will be supported by Alice Morris, Consultant (Campbell Tickell).

These will be held in person at **Westminster Community Homes, Westminster City Hall, 12th Floor, 64 Victoria Street, London SW1E 6QP**



Board Members | £3,125 pa | London

Westminster Community Homes was initially formed in 2009 as an Industrial and Provident Society and in 2010 became a Registered Provider. We are a landlord that provides long and short-term accommodation for City Council nominees, delivering homes and other services for the benefit of people living in or wishing to live in the Westminster community.

As a smaller housing provider owning 512 homes, we aim to create high-quality sustainable homes which complement the local community and encourage thriving neighbourhoods.

To achieve our objectives, we work in close partnership with the City Council to help deliver on their overall housing strategy.

Whilst we are a comparatively small board, we are extremely passionate and committed, offering a range of professional expertise to ensure we can collectively play a part in steering the strategic direction of the organisation. Due to a number of members reaching their full term of office, we are now seeking to appoint three new Board Members with particular expertise across finance, property investment and compliance; and generalist leadership, bringing broader strategic insight and experience to complement the existing Board. The finance role will require the post holder to have a professional finance qualification.

This could be your first board position, but you will bring good oversight of governance and risk management within the social housing sector.

The organisation is committed to "Building a Brighter Future for All". If you are committed and wish to contribute to debate and decision making that makes a genuine impact upon people's lives, then we would love to hear from you.

For an informal discussion, please contact Matthew Carey 07931 432047 matthew.carey@campbelltickell.com. You can download a job pack at www.campbelltickell.com/jobs

Closes | Thursday 12th November | 9am

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