



BOARD MEMBER



Recruitment Pack
May 2025

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Your application

Thank you for your interest in this Board Member post at Tuntum Housing Association Ltd. We have put together some information below which we hope will help you understand the Association and the role. For more information, please visit www.tuntum.co.uk.

Tuntum has entered an exciting and transformational chapter, and we are looking to strengthen our Board to help us shape and deliver against our aspirations.

The successful applicant will be instrumental in supporting the team in driving forward a number of key improvements we wish to make in the years ahead, alongside the delivery of our [Building Brighter Futures Strategy](#) .

To apply, we will need the following:

- A CV. Please make sure this confirms your current/most recent roles, including any Non-Executive Director 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; 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 Association, and you will also want to evidence how relevant your offer is to the role specification; again, ideally in two to three pages

If you wish to have an initial discussion regarding this opportunity, please contact Kelly Limbert by email or telephone; kellylimbert@tuntum.co.uk or 0115 916 6066 ext 202

Please submit your completed application documents to Tuntum's Senior Governance Officer, Kelly Limbert, using kellylimbert@tuntum.co.uk. The role closes at 4pm **on Friday 6th June 2025**

If you are shortlisted, we will send you a Declaration of Interest Form to complete.

Kind regards

Charmaine Simei, CIHCM, Chief Executive Officer

Welcome from our Chair

Over 35 years ago, community activists established Tuntum with the aim of providing good quality housing for people primarily from the black community in Nottingham. We remain true to that legacy, but you will find that our impact has substantially evolved as has the diversity of our offering.

Chamaine Simei joined us as our new Chief Executive in 2023, bringing, as new leaders do, a fresh perspective on things. Delivering a fantastic landlord service remains our core purpose, and the new Corporate Strategy that the Board developed with Charmaine (with input from other stakeholders) very much focuses on continued delivery of affordable housing, that is managed well, with high quality services, delivered in a culturally sensitive and inclusive way. Tuntum remains committed to ensuring all our customers can enjoy a sense of belonging and a place they can call home.

Community is also at the heart of what we do. Our programmes and interventions (whether supporting refugees or older people to tackle isolation; or specialist support around homelessness or mental health) continue to impact positively on the wellbeing of the communities we work with.

I joined the Board of Tuntum, with two other new Board members in September, and we are now seeking further Board members to join the team. In particular we would like to receive applications from candidates with significant senior leadership experience in Finance, people and/or Customer Voice. Candidates should have either non-executive experience or an understanding of the social housing sector.

Our founders were motivated by the desire to redress inequality in housing provision, to demonstrate support and commitment to black communities that contributes to building social capital for all. That ethos is still applicable today and if it resonates with you then please do find out more about this unique opportunity to make a real difference to the lives and life chances of many people across the East Midlands.

Warm wishes

Professor Danielle Oum, Chair of the Board and of the selection panel

About Tuntum Housing

Who we are: Tuntum is a BME (black and minority ethnic)-led, Nottingham-based housing association. Set up in 1988, we manage over 1,600 properties, providing homes for over 3,000 people across 12 local authority areas.

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

We are the only independent BME-led housing association in the East Midlands. Our staff and Board are reflective of Nottingham's BME communities.

We are proud to also deliver a number of community initiatives in partnership with our local authority partners and community-based interest groups and charities which add value to the lives of our customers and the communities in which we operate. These have included supporting the Nottingham Carnival, delivering Refugee Futures outreach services and our staff-delivered 'Social Value' days.

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:

Trustworthy

We keep our promises and operate with respect and integrity.

Understanding

We listen to our customers, understanding 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 and foster inclusivity.

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.

Governance: We have 12 Board members and you can read more about them [here](#).

The Board works hard to ensure it delivers good governance, setting strategic direction and providing support and challenge to our [Senior Management Team \(SMT\)](#).

As a Board, we have been particularly focused on strengthening our risk management and assurance approaches. The Regulator of Social Housing (RSH) upgraded our governance grading to G1 in June. We are rated V2 on viability, so are also compliant with that standard, and we continue to pay close attention to ensuring on-going long-term financial viability.

Our Corporate Strategy was launched in July and details that our six strategic priorities are:



We are currently working on strengthening the interface between our customers and our governance structure.

We are an active member of [BME National](#), a collective of 45 housing organisations who have a shared commitment to improve people's lives through tackling housing inequality. We are also a member of the [National Housing Federation](#), the sector's main trade body, and we are signed up to the Federation's [Code of Governance](#) (2020) which provides us with a robust governance framework.

You will find further details about us in our latest [financial statements](#) and our [annual report](#). Having recently celebrated our 35-year anniversary, the SMT and the Board team are jointly focused on building on our fantastic legacy and strengthening our resolve amidst a challenging regulatory, economic, and operational climate. Tuntum continues to understand the pressing need for safe and affordable housing alongside the provision of accessible support services, delivered in a culturally sensitive and inclusive way. As such we remain committed to ensuring all our customers can enjoy a sense of belonging and a place they can call home.

Role profile

| | |
|------------------------|--|
| Title: | Board member |
| Responsible to: | Chair and the wider Board |
| Commitment: | Those necessary to fulfil the role but as a guidance, 12-15 days per annum. |
| Location: | <p>Our Head Office is at 90 Beech Avenue, New Basford, Nottingham NG7 7LW.</p> <p>All Board meetings take place at the main office, and in-person attendance is expected. Tuntum operates with a hybrid model, and other meetings may take place via digital platforms.</p> |
| Meetings: | <p>There are typically four Board meetings each year; and the Committees typically also meet four times annually. There is also an overnight strategy day and there are likely to be ad hoc events, training and working groups etc.</p> <p>We estimate that the time commitment for the role is around 1-1.5 days per month. This is likely to feel a little busier at the beginning with induction.</p> <p>Board meetings are generally held late afternoon/early evening, usually finishing no later than 20:30.</p> <p>Visibility in the role is key, particularly across our operating environment.</p> |
| Tenure: | <p>Members are not appointed until the next AGM (September 2025).</p> <p>The term of office would usually be two three-year terms.</p> <p>All Board members are expected to be a member of at least one committee in line with their skills and interest, and this will be discussed further on appointment.</p> |
| Remuneration: | <p>£3,515 p.a. Tuntum will reimburse reasonable expenses incurred by Board members in the carrying out of their duties including attendance at Board or committee meetings.</p> |

Person Specification

Personal Values

- Supports the ambitions, values and objectives of the Association with focus on our customers and communities.
- Has a high level of self-awareness and is passionate about continuous learning in their role as non-executive.
- Values the benefits of collaboration and respects diversity of thought.
- Has clear integrity and adopts a non-discriminatory, non-judgemental, fair and balanced approach.
- Committed to devoting sufficient time and energy to the role.

Competencies

- Communicates effectively with a diverse range of people, listens and respects alternative views, is open and participative and able to influence others.
- Builds, fosters and sustains effective relationships with all stakeholder and actively seeks out opportunities to promote Tuntum within own networks.
- Is analytical – seeks out data and is able to assimilate, analyse and critically evaluate complex information; able to reach unbiased, logical conclusions in line with regulatory, legal and other key factors.
- Makes decisions - holding self and others to account, accept collective responsibility and delegate authority appropriately. Uses good judgement and common sense. Considers the customers' perspective in all decision- taking.
- Willing to challenge and question constructively and fairly, unafraid to probe deeply.
- Demonstrates independence of thought but is able to facilitate collective decision-making, respect the views of others and support the decision of the committee.
- Has a commercial focus – understands the context in which Tuntum operates and can identify and analyse opportunities for business growth.
- Has had some exposure at Board level, to demonstrate good governance understanding.

Knowledge

- Good understanding of the social, economic and political environment in which our Association operates.
- Experience of risk-based decision making at a senior level.
- Experience of business change, growth and development at a senior level.
- Knowledge and experience of one or more of the following areas:
 - Financial Acumen
 - Development experience
 - Customer Engagement
 - Strategic Housing
 - People HR
 - Digital and Business Transformation
- Connection to, or understanding of, the Nottingham and/or wider East Midlands area would be welcome.

Capacity

- Sufficient time to fulfil the role and flexibility to deal with unforeseen situations.
- Board and committee meetings are usually held in the evening. Able to attend Board away and training days.
- No significant actual or perceived conflict of interest with the Association's work, in line with the Board Member Conflict of Interest Policy.

Key Dates and Selection process

Closing date: Monday 9 June 2025 at 9am

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

Interviews to be held on either 3 or 4 July 2025 in-person at Tuntum's office

- ❖ There will be a final panel interview, led by Danielle Oum, Chair of the Board; with Board members Olu Oluruntuyi (Chair of Audit & Risk Committee), Chris Jones (Chair of Customer Experience Committee) and Nick Murphy (Chair of People & Governance Committee). Charmaine Simei, Chief Executive will also be in attendance.

If you are unable to participate on the identified dates for interview, please do email Kelly Limbert before making an application.