



Chief Executive Role Recruitment Pack



Welcome from the Chair

Thank you for your interest in the Chief Executive/Company Secretary role, after nearly 4 years in post our current Chief Executive is retiring. In that time, he has overseen a review of all services, consistently achieved excellent day to day performance, high levels of customer satisfaction, excellent TSM results and worked to ensure the business is ready for the challenges ahead. Although we are a small HA, we pride ourselves in delivering the highest standards to our customers while ensuring all our regulatory, compliance and governance requirements are always met on time and reported accordingly.

We are unique in the area, with the majority of our homes are on our main site, which is a Grade II listed building in extensive grounds right in the heart of Alum Rock ward which is one of the most deprived areas of Birmingham.

Where we are not unique in the sector is that we have challenges around reaching EPC C as well as a need to develop a strategy for additional income to secure the long-term future of the association. Both of these, amongst others will be the main focus of the new incoming CEO, along with whatever visions you might have.

This is a permanent role working a 25 per week over at least 3 days, with the expectations that you will need to be flexible in your approach to cover resident and governance events that may take you outside of normal working hours.

We are looking for someone special to fill this role, someone who is suitably experienced, self-motivated and a strategic thinker as well as ready to get stuck in. The ideal candidate will have a clear vision for the future, be alive to the challenges in the sector and can demonstrate the experience needed to take on this challenge.

To help you we have an excellent board, with an enviable mix of skills and experience, and its strength means we are looking for an applicant who thrives on accountability, can support the board in its strategic decision making and in managing risk and governance to the highest standards.

Whilst we are a small organisation, and this is a part time role; it certainly is not a "retirement job". Our new Chief Executive will need to display creativity, accountability and energy to create our resilient independent future. We want to see organic growth and collaborations, continued strengthening of governance, compliance and regulatory requirements and above all excellent services to our tenants.

The following sections of this pack provide a summary of the organization, job description, person specification, key terms and conditions and a copy of our current Corporate Plan.

If after reading this information you are interested in applying for this role, please submit a current CV and covering letter of no more than 3 sides of A4 setting out how you meet the person specification requirements and email these to our Chief Executive, Fran Healy at francis.healy@stpetershousing.org.uk by 12.00 noon on Monday, 16 February 2026.

Finally, if you are still reading this and you think it might be for you, then please feel free to reach out to Fran on the details above for an informal chat about the role.

Best wishes and good luck.

Dave Livesey
Chair of St. Peter's Board



St Peters-The unique service.

St Peters enjoys some unique characteristics. We are primarily based around three college buildings which started their life in 1850 as the Church of England residential training colleges. They converted to a traditional educational establishment and remained in use until the late 1970's. In 1985 St Peters (Saltley) Housing Association Ltd was created and took a 125-year lease on the college buildings. This gated community enjoys wonderful grade 2 listed buildings and grounds. The Association continues to be supported by the alumni of the old colleges "The Old Salts" who hold an annual reunion on the grounds. We also have St Peters Hall as part of Middle College House. This is a facility made available to members and groups of the wider community. The gated complex is shared with the freeholder as represented by the Trustees of the St Peters Urban Village Trust.

St Peter's (Saltley) Housing Association Limited is a Charitable Registered Society under the Co-operative and Community Benefits Society Act 2014. The principal activity of the Association is to provide good quality, affordable, rented homes for people in housing need. The Association owns and manages 105 units. There are 99 flats on the St Peter's site, including 41 flats for the over 55s, and 6 houses in the local area. Since 2018 the Association leased 600 units of homeless accommodation across the Midlands, managed on St Peters' behalf by Spring Housing and a community facility (Fred Winter Centre) in Stratford-upon-Avon. The lease agreement is due to end no later than August 2026. The Fred Winter Centre will remain part of the business in partnership with Spring.

The Saltley neighbourhood in which St Peter's operates is a significantly economically disadvantaged part of Birmingham where poverty, vulnerability and limited opportunity are key issues. Many of our tenants display vulnerabilities and need a range of help in maintaining their tenancies. We recognise and aim to respond to this, going beyond legislative requirements to improve the lives of our customers. We are committed to helping our tenants have sustainable tenancies and be active members of the community. Where a tenant is having problems maintaining their tenancy we will help and signpost them to the right help, and liaise with other agencies, including benefits, social services, and police where relevant.

Financially, St Peters is debt free, having paid off all grants and loans, and has healthy balances, assets, and balance sheet. Our last audited accounts in 2024/25 showed that the Association has reported an operating surplus of £230,113 compared to an operating surplus of £99,362 in the previous year. We anticipate that we will post healthy surpluses, balances and assets in this year's (2025/26) accounts.

THE BOARD OF MANAGEMENT MEMBERS

The members, who are non-executive directors are.

Dave Livesey (Chair)

Joanne Easton-Spencer (Vice-Chair)

Alan Hamer (Chair of Audit & Governance Committee)

Catherine Brinsdon

Tansy Crowley-Sweet

Jon Dicken

Darrell Foster

Ken Hazeldene

Laura Keane

BOARD OF MANAGEMENT

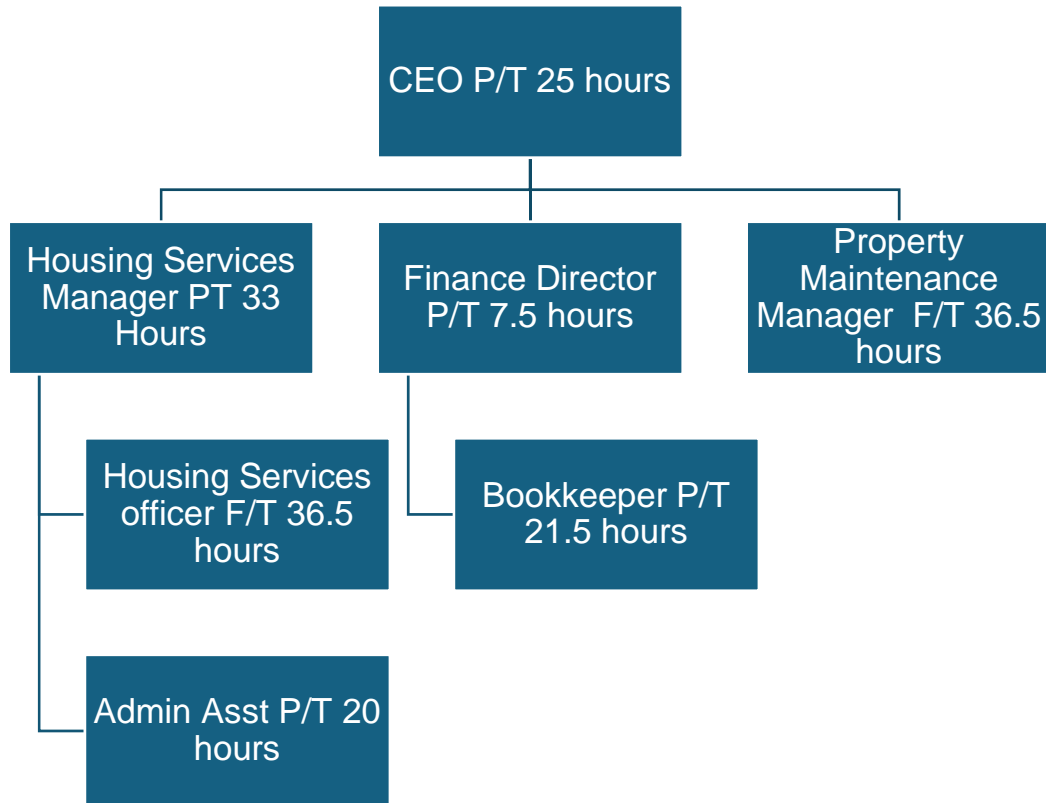
The Board of Management is responsible for the management of the Association's affairs. The Board Members, who, apart from the Chairs, are unpaid, are drawn from a wide background bringing together a range of skills knowledge and experience. The Board meets at least 4 times a year as does the Audit and Governance Committee which reports to the Board on its delegated areas of activity. The majority of Board and Committee meetings are held via Teams.

The Board obtains external specialist advice from time to time as necessary.

STAFF

The staff team comprises the Chief Executive, Finance Director, Housing Services Manager, Property Maintenance Manager, Housing Services Officer Bookkeeper, and an Administration Assistant. There is a mix of full time and part time officers and working patterns. The Board delegates day to day management and implementation of its strategies and policies to the Chief Executive who attends Board Meetings. Other staff are invited to attend meetings as and when necessary.

Our office is in the Burrows building within the Saltley complex. The team operate via a hybrid arrangement, being in the office at least two days of the week, but available to react to residents and business needs at short notice.





CHIEF EXECUTIVE – JOB DESCRIPTION

Job Title: Chief Executive/Company Secretary

Reporting to: St Peter's Board

Purpose: Working with the Board to ensure St Peter's achieves its strategic and operational objectives, through effective strategic leadership and direction ensuring the effective management of St Peter's in alignment with its corporate objectives and business plan.

To ensure St. Peter's operates to the highest standards, meeting all statutory, regulatory, and internal performance requirements.

Main Responsibilities

Governance/Corporate

- Be the Board's principal adviser on all governance and management functions
- Ensure that all Board members receive the appropriate level of support, reports, information and training required to fulfil their role effectively
- Ensure that there is a system of risk management in place and that internal controls and St Peter's approach to the management of risk are robust
- Ensure that there is an effective business planning process in place
- Act as Company Secretary in accordance with the role profile at Appendix 1 and ensure compliance with all statutory and regulatory requirements.
- Actively manage Board membership and recruitment to maintain the highest standards of skills and diversity.
- Promote health, safety and wellbeing across the organisation
- Uphold equality, diversity, and inclusion principles.
- Ensure compliance with safeguarding and data protection requirements.

Financial Management

- Strategic and day to day financial management, including working with the Director of Finance in the preparation of budgets ensuring that income is controlled in line with budgets
- Working directly with the Director of Finance to ensure the business has long term planning, is robust and gives best value for money and utilises fully any investment of reserves.

Strategic Delivery

- Lead and manage the organisation working with the Board to define strategies and plans to implement and further develop our business and services
- Deliver an effective Asset Management Strategy that meets statutory requirements and achieves value for money

Operational Delivery

- Lead, develop and deploy staff to effectively deliver St Peter's objectives within good HR practice
- Lead on the formulation of policies and initiatives to meet St Peter's aims and objectives including adherence with statutory requirements and promoting value for money in all activities
- Ensure the delivery of a housing management and maintenance service to the highest standard, so that properties are properly managed including the provision of support and advice to tenants consistent with St Peter's policies and available finance
- Be responsible and accountable for compliance with all relevant legislation including H&S and fire safety.

Stakeholder Management

- Build and maintain effective relationships with principal stakeholders including the community where we work, funders and partner agencies and follow-up on partnership working opportunities.
- Act as our "public face", representing us in press and public appearances when required
- Maintain links with organisations having aims similar to those of St Peter's and represent St Peter's interests with such bodies.
- To seek effective partnership opportunities for St. Peter's tenants.
- Work effectively with partners for the benefit of St. Peter's, its tenants, staff and board.

Appendix 1 Company Secretary Role profile

Purpose

To ensure the Association's affairs are properly managed by being responsible for statutory and legal compliance, governance, administration, the implementation of standing orders, internal controls and maintaining good governance procedures across St Peter's.

Main Responsibilities and Duties

The Company Secretary has the overall responsibility to ensure that the Board, its Committees and General Meetings are informed so as to be able to carry out their responsibilities. The Board is aware that the Company Secretary is by law liable to the Courts for professional or corporate negligence or misconduct.

1. Organise secretarial and governance arrangements for St Peter's including Board Meetings, Annual General Meetings and other meetings ensuring that they are conducted in accordance with legal requirements and the Association's Rules.
2. Plan and schedule Board and Committee agendas, preparing and distributing Board and Committee papers, overseeing the production of accurate minutes and following up on matters arising.
3. Attend all board meetings and provide support to the Board and its Committees ensuring that Board Members are properly advised, enabling them to perform their duties.
4. Arrange external legal, professional and consultancy advice to the Board as necessary.
5. Prepare Annual Returns and required documentation of Financial Conduct Authority, MHCLG, and Companies House etc.
6. Update and maintain all statutory registers, compliance records and appropriate records for shareholders and Board Members.
7. Prepare proposals as appropriate for constitutional changes and implementation.
8. Central contact for regulatory requirements, and co-ordinate dissemination of regulatory information and best practice.
9. Monitor compliance with the regulatory code, regulatory guidance and other good practice requirements.
10. Maintain the assets and liabilities register.
11. Ensure that governance standing orders are maintained and complied with.
12. Ensure accounts and financial affairs are prepared in the correct manner.
13. Ensure good internal controls and procedures to properly manage and minimise risk in Company Secretarial work and responsibilities.
14. Co-ordinate arrangements for regulatory reviews as notified by the MHCLG.
15. Make all reasonable enquiries should he or she believe that a breach of the law or Rules has occurred.
16. Report to the Board and to make all reasonable enquires should he or she believe that a breach in the law, the Rules or Standing Orders has occurred.

CHIEF EXECUTIVE PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
EDUCATION/PROFESSIONAL QUALIFICATIONS		
Good standard of general education	✓	
Housing related qualification (Level 5)	✓	
Professional Membership of relevant body/s		✓
KNOWLEDGE AND SKILLS		
Thorough understanding of sector regulation and compliance	✓	
Excellent leadership skills	✓	
Excellent organisational skills	✓	
Knowledge of lease-based exempt accommodation management		✓
Experience of effective partnership working.	✓	
Knowledge of devolved retrofit works.		✓
EXPERIENCE		
Experience of working with Boards	✓	
Experience of social housing at senior manager level	✓	
Experience of developing community and stakeholder partnerships	✓	

Experience of gaining new business		✓
Experience of managing smaller organisations		✓
PERSONAL ATTRIBUTES		
Self-motivated and able to work under own initiative.	✓	
Able to balance operational and strategic responsibilities with ease.	✓	
Commitment to St Peter's values	✓	
Resilience and flexibility	✓	

TERMS & CONDITIONS

Place of work: St Peter's Housing, Bridge Rd, Saltley, B8 3TE

Hours: 25 hours over at least 3 days, including some evening meetings

Salary: £67,195

Contract Period: Permanent

Holidays 24 days leave + 8 bank holidays (all pro-rata)

DBS An appropriate check will be undertaken.

Notice of termination Appointment may be terminated by either side with a minimum of 6 months' notice (after successful completion of 6-month probationary period).



Corporate Plan 2023 – 2026



1. Introduction to St Peter's

St Peter's is a small, community-based housing association located in Saltley, Birmingham.

We have 99 flats within three college buildings on our main site and have six houses within walking distance. We are primarily a general needs provider although one of our colleges is a Category 2 Sheltered Housing Scheme for the over 55's. We house people in housing need off our own waiting list and via Birmingham City Council's choice based letting system. Our homes are self-contained and are for people who are able to sustain their tenancies and independent living.

The Saltley neighbourhood is a significantly economically disadvantaged part of Birmingham where poverty, vulnerability and limited opportunity are key issues. Many of our tenants face an increasing challenge to maintain their tenancies as a result of the government's welfare reform agenda. We recognise and aim to respond to this, going beyond legislative requirements in order to improve the lives of our customers. This will include practical support in terms of financial management and accessing services.

We are committed to helping our tenants to have sustainable tenancies and be active members of the wider community. Where a tenant is having problems maintaining their tenancy we will help and signpost them to the right help, and liaise with other agencies, including benefits, social services and police where relevant.

Since 2018 we have had a managing agent arrangement with Spring Housing, an unregistered housing provider in Birmingham that specialise in supported care. Under this arrangement we have over 400 additional leased homeless bedspaces that are directly managed by Spring. We have also taken the lease of a prestigious Homeless Hub in Stratford on Avon under the same management arrangements.

Following a strategic review during 2021/22 we have decided to withdraw from the lease-based model with Spring Housing and to focus on our own services and customers. Following negotiation this arrangement is expected to cease by the end of 2025. We believe that there is a place for a small independent general needs provider particularly given the nature of our unique buildings and grounds. We have committed to establish ourselves as a top-class housing service provider and are seeking new and innovative ways to develop our business for the benefit of our customers.

Our **Mission:**

St Peter's provides high quality housing and accessible and responsive services at St Peter's. We will, where possible, assist and work with the local community in providing services that will enhance and improve the quality of life of residents.

This mission is underpinned by our **Values**:

Commitment – we are committed to our tenants, our service standards and, where possible, the wider neighbourhood. This commitment means we do what we say we will do, we deliver quality, our services are effective, and they are delivered with integrity.

Openness – we value opinion and engage with staff and tenants to hear their views, and we are transparent in our decision making. We will develop the public content of our website so that our business and service can be viewed and understood and all activities are transparent and open.

Working together – our work is customer focussed and we share a sense of ownership and power with our tenants to ensure that service and community focus and empowerment are at the heart of what we do.

Local flexibility – our service is personalised and sensitive to individual and community need. Our size and location mean we can respond and change direction very quickly to meet needs. We will seek to identify, and where possible and affordable, adapt to support individuals.

2. The Development of the Corporate Plan 2023 -2026

St Peter's has been through an extensive period of comprehensive and systematic organisational reviews stretching from 2015 to 2026. Every area of the business has been unpicked, reviewed, streamlined and process improvements put in place where necessary.

In particular, the Governance review which commenced in 2015 resulted in a complete renewal of the St Peter's Board. The present-day Board is strong and represents an enviable skill mix for a small association, that has been strengthened over the last three years, by the addition of three new Board members with the appropriate experience and skills to enhance our existing members. Board members are committed to the core values of the association, show considerable strategic foresight, and demonstrate their commitment with excellent attendance levels.

St Peter's Risk Register was introduced in 2016 and has been substantially developed ever since. It is a living document and is managed by the Audit and Governance committee that meets at least four times per year. The risk register is reviewed quarterly and identifies the risks and priorities for the business.

Stock condition survey and asset management improvements. The stock condition database was reviewed in 2019 by an asset management consultant and a number of component replacements brought forward to ensure that St Peter's continues to meet Decent Home Standards. It is pleasing that we are ahead of the programme and the last 3 years has seen a large planned and cyclical improvement programme that including 39-bathroom replacements; 14 kitchen replacements; communal upgrading's of carpets, flooring and decorations; replacement of communal boiler; car parking barrier; lockable notice boards throughout the entire scheme and a full replacement of the lift. These are to ensure that our residents have the best quality homes and environment available to them, whilst maintaining value for money.

It is intended to further revisit and revise the stock condition survey during 2025/26, following a sample survey across all property types undertaken in 2024/25 this will be integrated to ensure that it informs our future investment decisions.

St. Peter's retains the commitment to achieve Net Zero in line with all requirements for Registered Providers, with an initial focus on increasing the number of EPC C rated properties. Our primary aim in 2025/26 will be on obtaining funding in making our homes and common areas more energy efficient and low carbon, with the benefits these bring to our residents.

The financial services contract was reviewed during 2019, and the decision was taken to not renew the contract with Black Country Housing Group. The service has now been brought in house with the appointment of a Finance Director working 1 day a week. This arrangement has achieved a 50% reduction in financial service costs, that we pass onto our tenants, as we constantly strive to manage all costs effectively.

All performance targets have been reviewed and improved and reported to Board on a quarterly basis. All internal processes, policies and plans have been reviewed and rewritten to follow good practice and are monitored and reviewed on a regular basis.

The result of the work over recent years is a well-functioning Association with solid foundations.

3. Our Operating Environment

As part of our strategic review the Board considers the environment in which St Peter's operates to ensure that the risks and opportunities are fully understood and also reviews strengths, weaknesses, opportunities and threats in this operating environment.

From this we identified the following issues:

- impact of financial crisis/cost of living including utility costs and service charges
- withdrawal from Spring arrangement and working to replace the income stream
- increasingly vulnerable tenant population
- managing asset investment within budget available including low/zero carbon
- managing capital works effectively to maintain the building, being aware of its Grade II status.
- ongoing pension deficit
- fire safety including new Regulatory requirements.
- 6 areas of compliance
- managing complaints in line with the Ombudsman Complaint Code
- ensuring tenants are safe and healthy in their homes and managing any damp/mould robustly, within Awaabs Law.
- progressing Net Zero requirements
- data protection
- information (cyber) security
- On-going staff well-being, retention and recruitment in respect of Social Housing (Regulation) Act

Where appropriate these have been added to our Risk Register and actions to manage the risk have been identified.

4. Strategic Priorities

Our key strategic priorities over the next 3 years are:

- ❖ We will continue to work with tenants to develop and deliver the Tenant Satisfaction Measures and the highest consumer standards. We will continue to seek new ways to involve and empower tenants.
- ❖ We will work to ensure our commitment to fully achieving the requirements within the Social Housing (Regulation) Act, Awaabs Law and Renters Rights Act and all new associated legislation and good practices and Codes, particularly the Housing Ombudsman and RSH.
- ❖ We will continue to review our allocations policy, exclusion policy, waiting list risk analysis and our clarity of service offer. We will want to ensure that new lettings meet the needs of the individual and the established community of St Peters.

- ❖ We will be creative and innovative to find ways to strengthen our business and our finances, including through existing partnerships and gaining value for money, through legitimate and compatible new partnerships, collaborations, and revenue sources.
- ❖ We will work to achieve Net Zero improvement by the 2030 deadline.

5. **Objectives**

We will deliver our key strategic priorities within four **key objectives**:

❖ **Provide an excellent landlord service**

- Maintain high levels of performance for our tenants.
- Benchmark our service delivery against comparable organisations to achieve upper quartile outputs.
- Continue to consult on the Tenant Satisfaction Measures (TSM's) to ensure that they are meaningful to St Peters residents.
- Introduce social impact measures as well as statistical measures.

❖ **Provide well maintained assets**

- Carry out inspections of our properties to budget a price per property for the required retrofit works to meet net – zero carbon emissions.
- Implement all building safety measures and recommendations that are appropriate to St Peter's.
- Work with the Fire Service and tenants to raise the awareness of fire risk and personal safety.
- Review our energy consumption and efficiency measures to reduce costs, waste and environmental harm.
- Ensure all Damp and Mould issues are dealt with effectively and efficiently within Awaab's Law.
- Review the stock condition survey

❖ **Enhance and improve the quality of life of residents**

- Work with tenants to enable them to maintain their tenancies and respond to the impact of the financial crisis and changes to the Benefit system
- Continue community support by making links with other local organisations to identify opportunities to work together and/or extend services to our tenants and the local community.
- Explore options to support tenants with employment, training or apprenticeship issues to help tenants maintain and sustain their own independence.

❖ **Increase organisational strength.**

- To develop a strategic vision for the Association over the next 10 to 30 years.
- To consider and adopt the 2020 NHF Code of Governance.
- Identify further efficiencies in working practices.
Maintain a presence with peers and agencies to ensure St Peters gains from the wider sector. This includes the West Midlands Benchmarking group and Birmingham Social Housing Partnership.
- Withdraw from our lease-based services and review our role in Stratford-upon-Avon.
- Seek new income streams through partnerships or other available avenues and be cost efficient in managing all business costs.

4. Delivering the Corporate Plan

Delivery of this Corporate Plan will be set out each year in an Annual Plan. This Plan will reflect any changes in our operating environment that may need to be considered in order to deliver the Corporate Plan. We will make all plans and progress against them on our website to ensure maximum transparency.

5. Measuring Impact

We will use a range of qualitative and quantitative information to measure our impact and how effectively we are delivering this Corporate Plan.

This will include Key Performance Indicators with targets to either maintain our performance, improve our performance, or adjust it downwards to reflect any external pressures we identify that will impact on us. These targets will be agreed annually and will be set out in our Annual Plan.

6. Monitoring and Review

An Annual Plan will be produced each year setting out how the Corporate Plan will be delivered in that year. This will be monitored and reviewed by staff and Board on a quarterly basis alongside the quarterly review of the risk register.

