



Non-Executive Director

Application Pack

With Your Own Place CIC

www.yourownplace.org.uk



Welcome from the CEO

Hello!

Covid19 has presented the world, our community, our people and our business with some extraordinary decisions, challenges and questions. Thoroughly committed to the mission of preventing homelessness, we accept that the path to achieving it has probably changed forever. What is also true is that this remains a fluid picture and is likely to for the immediate and even long-term future.

Never before has it been more important to have the right people in the team and never before have they been able to make such a contribution at such a critical time.

So thank you for reading this pack and taking an interest in the volunteer role of Non-Executive Director. Perhaps you find yourself with time on your hands or confronting a changed world and priorities. Either way, we're delighted to have interested you in this voluntary role. If you really fancy being a big part of a small, but high impact and professional organisation, having fun, pushing yourself and being part of a team with values of **equality**, **professionalism** and working **restoratively**, then please read on.

Have you always had a passion to give something back at the same time as being part of a small social enterprise that is unique in the way it works? Maybe you want to further your own career by developing new skills AND preventing homelessness at the same time. You don't need to be a social enterprise expert either!

If this sounds like you, then we want you, because you will breathe our values. The way we talk **to** people is the way we talk **about** people. We are honest, open, free of blame and believe everyone deserves at least a second chance - and probably a third and fourth one too!

If you're interested we invite you to find out about us through our social media accounts, website and speaking to people - because this is how we communicate. You'll see that we're a bit different in how we work. We start from an asset-based approach. That means we see all the positive experiences that everyone has and build on these, in place of a deficit approach. People are full of aspiration and it is our ambition to help them achieve what THEY want.

We're a social enterprise and therefore seeking sustainable ways of sourcing revenue by working as equals with the business community, public sector customers and other partners. We have adapted quickly to the COVID-19 crisis and we are in transition to new ways of fulfilling our mission in this changed world, by making the best of technology and virtual

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delivery methods. We are relentlessly positive and our door remains open.

We are looking for some additional Non-Executive Directors to join us with the potential for taking up the role as Chair of the Board at a later stage. The purpose of a Non-Executive Director at Your Own Place is to contribute creatively, challenge constructively, provide independent oversight, and be led by shared values towards a strategic direction. This is someone who takes a prime role on our Board of Non-Executive Directors, brings positivity, life-experience, challenge, professional curiosity, accountability and the passion to support Your Own Place to achieve our ultimate aim of preventing homelessness.

Having set Your Own Place up six years ago, I care passionately about our people and you will too! I look forward to hearing from you.

Rebecca White – CEO & Founder



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Who are Your Own Place CIC



Our aim is to prevent homelessness.

This is one of our favourite photos at the end of a TILS+ course at The Training Flat. In it people are smiling, have achieved a certificate and are on the cusp of independence in the world.

We inspire trainees, mentors, customers and others we support to take ownership of their own learning, their own road to independence and find their own solutions in life.

So whether we're training people moving into their first home, training volunteer mentors, supporting our Advisory Board (YOPAB) to have a voice or even supporting the team, we're empowering them to find their own solutions, as the experts in their own lives. Instead of doing things FOR them we build their independence by **working restoratively** and doing things WITH them. At Your Own Place we find and build on their positives using an **asset-based approach**.

By treating people with respect and as our **equals**, we build trusting relationships. These are the foundations for making an impact and changing lives. We owe them the best of ourselves and strive always for **high quality** interventions that are **innovative, engaging and fun** too!



About this role

Thank you for your interest in volunteering as a Non-Executive Director for Your Own Place CIC!

This incredible opportunity is a chance for you as well as the team.

We're looking for:

- Knowledge, skill and experience
- Equals in sharing skills
- Values and acumen
- Passion

We're looking for you - if you want to inspire and be inspired.

Following six years of delivery, learning and evolution across our services, this marks a crunch time in our life and we need the right team.

Following our consolidation year in 2019, this was to be our year of moving away from restricted income (from donations and other funded or charitable sources), to trading across all three sectors. However, Covid19 has thrown our five-year business plan into disarray and whilst this remains the ambition, we will be forced to be pragmatic, quick thinking and creative in our short-term revenue generation.

Bringing in additional income through doing a great job as a team and as individuals and volunteers, whilst having an impact, is what will continue to make this work sustainable.

How the voluntary posts work

This posts will report to our **Chair of Directors** and work closely with the **Board and CEO**. There will also be opportunities to take on the role of Chair at a later date.

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By the nature of how the posts are resourced, you will have a key strategic role in the organisation, holding it to account as well as being accountable.

Volunteering with us

Being a small organisation, volunteering with Your Own Place CIC offers some unique opportunities for your own personal and professional development.

We are all about team and team work! Together, we identify areas for development, and how we can support you to develop these areas and new skills. As a volunteer, it's only right and fair that you get something back from giving up your time.

In addition to comprehensive induction, identified training and support, we provide you with:

- the opportunity to make a difference in a flexible environment
- virtual meetings and cloud based platforms to stay in touch
- opportunities to build your network
- feedback and the possibility of bringing about real social change
- your own professional development and enhanced CV
- ... and LOTS of fun opportunities with us and the team



Person Specification

We are looking for an exceptional person to be a part of an exceptional social enterprise, live by our values and have as much to offer you as you do us.

You will:

- be excited by this next step, be ready to give the role 100% and be accountable because you believe in our mission, care passionately about the potential of people and want to invest in yourself too
- be empathic, engaged, restorative and equality-driven in your approach
- be knowledgeable in a particular area or specialism that will be useful to Your Own Place
- have good judgement, integrity and high ethical standards
- have an ability to listen well and challenge constructively
- have excellent interpersonal, communication, influencing and networking skills
- be confident, resilient and show self-awareness, ability to gain respect and attention
- show critical thinking, creativity and strategic awareness
- have business acumen and an ability to identify new business opportunities
- be energetic and forward thinking with a willingness to embrace change and innovation
- have an inquiring and inquisitive mind – with an ability to assimilate, assess and analyse information, especially financial information
- be good at co-operation and team-working
- have an understanding of how conflict occurs and how to deal with it effectively - show political astuteness and ability to play the 'diplomat'
- have an ability to identify potential problems and deal with risk

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- have an understanding/willingness to learn of Government/Local initiatives and policy drivers and an understanding of partner agencies, functions and responsibilities - and if not, you're committed to learning
- be committed and passionate about working with all partners and people inside and outside the YOP team - to make a difference to the people we exist to support
- be professional, enterprising, highly organised, imaginative, businesslike and aspiring
- be totally computer literate (Word, Excel, Internet, PowerPoint, Cloud based systems including Google Drive, Zoom and Trello) including using social media
- be prepared to use your actual and virtual networks to YOP's benefit and promote us on social media
- be imaginative, experienced and creative in engaging, communicating and working with a range of partners
- able to ensure Your Own Place continues to be held in high regard and hold yourself as well as the social enterprise to account
- committed to your own development
- prepared to weigh up the taking of measured and safe risks
- someone who treats others with respect and as equals at all times, with clear boundaries around people and not afraid to challenge and hold them to account
- be excited about the potential of people and interested in the wider sector of social enterprise, taking a strategic and policy-based interest
- be someone who wants to get under the skin of Your Own Place and why we exist
- available to prepare for and attend at least four meetings in Norwich a year (with the possibility of remote online meetings too) as well as incidental meetings, occasional working groups, occasional evening/early morning

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networking events, shadow the team to get under the skin and occasionally socialise and attend our events too

Experience required

- We are especially interested in people with a Digital, Marketing, HR, Accountancy, Lived Experience and/or a Social Enterprise background.
- Your Own Place likes to be flexible with qualifications, recognising people's differing routes into volunteering.
- We're particularly interested in hearing from people who will have relevant life experience.
- We're interested in great people from all backgrounds and sectors - what comes first is your values and commitment.
- You will be subject to an enhanced DBS check.

Role Description

Summary:

- The key responsibility of the non-executive directors at Your Own Place is to provide strategic oversight, challenge and scrutiny as well as oversee adherence to the company aims and due diligence. In so doing they will provide general counsel – and a different perspective – on matters of concern to the Board, Chair and CEO.
- The non-executive directors will work as a “critical friend” to the Board and CEO, often critiquing the company's performance whilst offering strategic input.
- It is a fact of business life that Boards will, at some point inevitably confront disputes involving corporate governance issues. The non-executive directors will have a key role in providing objective input to help work through any dispute.

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Non-Executive Directors - day to day you will:

- provide guidance on particular issues in which you have a specialism before they are raised at Board meetings. This may take place in a Board sub-committee.
- be able to present a wider view of external factors affecting the company and its business environment than the executive Director.
- contribute towards strategy by providing a creative and informed contribution and to act as a 'critical friend' in looking at the objectives and plans devised by the Director.
- monitor the performance of the Board and executive management, especially with regard to the progress made towards achieving company strategy and objectives.
- share relevant external contacts and external opinion. The non-executive directors will, therefore, help connect the company and board with networks of potentially useful people and organisations.
- contribute to the effective running of the CRM (Client Record Management) system when new business is identified as well as have a role in securing new business as opportunities occur through networking
- satisfy yourself of the integrity of financial information that financial controls are in place and systems of risk management are robust and defensible
- sign off yearly strategies, budgets and plans
- play an equal role in making high level strategic and financial decisions

It is the duty of the Board to ensure that the company accounts properly to its stakeholders by presenting a true and fair reflection of its actions and financial performance and that the necessary internal control systems are put into place and monitored regularly and rigorously. The non-executive directors have an important part to play in fulfilling this responsibility whether or not part of a formal audit committee.



Terms & Conditions

All posts offered by **Your Own Place** are subject to:

- **A clear, enhanced Disclosure and Barring Service (DBS) check;**
- **Satisfactory references;**
- **Evidence of any qualifications; and**
- **Evidence of entitlement to work in the UK.**

Please note: Your Own Place reserves the right to withdraw an offer of a position – verbal or written – if these conditions are not met. Only once these conditions have been met will a formal written contract of employment be offered.

Further Details

- This is a voluntary post and remuneration of out of pocket expenses can be made.
- Non-Executive Directors are involved with Your Own Place for their own reasons and it is important that they feel valued and can offer value. This is done on a voluntary basis.
- Your Own Place operates by its clear values of transparency and not for individual benefit. As such, where external services are required (for example, legal, HR, accountancy marketing etc) these will not be procured from non-executive directors under any circumstances whilst they are post holders. They may be invited to offer support, expertise and insight in their voluntary role as well as advice in procuring services.



- All work performed/duties undertaken must be carried out in accordance with relevant Company policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Role holders will be expected to be flexible , adaptable and able to carry out any other duties falling within the general scope of the role, as requested by the CEO and Company Board.
- Non-Executive Directors usually stand for a term of no longer than three years.

Application Details

- Please email a copy of your CV (no more than two pages) with a brief covering email to Rebecca White: rebecca@yourownplace.org.uk by midday on 24th July 2020.
- In your covering email, please include brief details on: **What you bring to the role, what you want from the role and why you want to get involved.**
- Please complete our [values questionnaire](#). Then please complete our [Equal Opportunities Monitoring Form](#).
- Following successful shortlisting, you will be invited to an interview with the CEO and other Board members.
- This post is subject to an enhanced DBS check, references, proof of right to work in the UK, two references and the Rehabilitation of Offenders Act 1974.

CV Applications closing date – midday on 24th July 2020

Interview – interviews will take place on 29th July pm and 31st July am 2020 - virtually via Zoom

Please direct any enquiries to:

Rebecca White: rebecca@yourownplace.org.uk Tel: 07530 028446