

## Chartered Institute of Housing (CIH) equality, diversity, and inclusion (EDI) board recruitment pack 2024

### BACKGROUND INFORMATION

Thank you for your interest in becoming a member of the **CIH EDI board**. We are looking for housing professionals with a real passion and enthusiasm for the sector to join the board and support our member engagement, policy development and professional practice.

No matter where you are in your housing career (from student learners to chief executive officers), we would love to hear from you about joining the board of your professional body. Please look through this recruitment pack and if you are interested, please get in touch via the details below.

### CANDIDATE SPECIFICATION

We are particularly keen for applications from those working in the sector who have a real passion for, and knowledge of, EDI, who are enthusiastic about the role housing can play in changing communities and changing lives, and for those who want to contribute to their professional body.

advocacy  
integrity  
ethics

leadership  
passion  
housing

We want to hear from candidates of all ages and from all stages of their housing career. Of course, you should be an ethical practitioner, who works with integrity and inclusivity. You will also have your own skills that you can bring to the role. You may or may not have a current leadership role, but we can also support your leadership development. Through your lived or professional experiences, your networks and your knowledge, you will be able to contribute to the work of the EDI board and team.

### EDI BOARD TERMS OF REFERENCE

#### Purpose

1. To provide EDI advice on strategic issues to CIH.
2. To set the strategic direction for the annual EDI action plan and approve/monitor the work which is consistent with the overall aims and objectives of CIH's corporate business plan.

3. To inform the delivery of EDI content within CIH's events programme.
4. To make recommendations to governing board (GB) or its sub-committees and delegated boards on any aspect of the board's business which has implications for UK EDI policy.

### **Membership and structure**

- One CIH Governing Board member
- One chair
- One vice chair
- Up to nine other members.
- A maximum of 12 members - all of whom must be members of CIH.
- Members are appointed for three years with the opportunity to renew for a further term to ensure continuity and to allow for succession planning.
- The board will meet four times a year and host a planning day. These would normally be hosted online.
- Unless otherwise agreed, notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed and papers relating thereto shall be forwarded by email or other electronic means to each member and any other person required to attend no later than five working days before the meeting.

### **Reporting**

- The governing board member will act as the link member to the governing board and is expected to report to them.
- The governing board member will report to the governing board on activities completed by the group.

### **Expenses**

The role is unremunerated, however reasonable out of pocket expenses will be paid.

CIH's travel and subsistence policy applies to all committee members. The policy is compliant with HMRC guidelines.

In summary, the policy allows for reimbursement for:

- Rail and air travel at cost (standard class)
- Travel in private cars at 45p per mile
- Car parking congestion and toll charges
- Taxi fares where alternative more cost-effective options are not available.

## **MEMBER ROLE PROFILE**

### **Person specification**

Members of the board will ideally have the following characteristics:

- Current or previous experience of working in the EDI sector.
- Specialist expertise/interest in EDI.
- Excellent interpersonal and communication skills and be a strong team player.
- Commitment to the principles of equality, diversity and inclusion.

- An appreciation of the role and purpose of a professional body.
- An ability to constructively challenge where change is needed and offer recommendations for improvement.
- Declare conflicts of interest arising while appointed to the board.
- Be an ambassador for CIH.

If you do join the board, we usually expect candidates to serve one three-year term. This is renewable once at the end of the three-year term and most candidates do stay for the full six years before they leave. The board will meet four times per year.

The EDI board is a delegated board of the UK-wide governing board of CIH. The governing board has ultimate responsibility for governance, financial propriety and regulation of CIH activity.

## WHY APPLY?

### **To support your professional body...**

We want housing professionals with something to say; those that can contribute to the development of policy and practice, help us grow CIH membership and help us improve the sector's response to EDI. If you are a housing professional with a passion for EDI, then why not give something back to your professional body and profession by joining the EDI board.

### **To support your career development...**

Being a member of the board will also give you sector wide development. You will be given the chance to grow your professional network, speak on national panels, influence decision makers and develop your own housing leadership skills.

## WHO WE ARE LOOKING FOR

We're looking for you! It is important that our board reflects the diversity of the housing sector and as such, we are looking for board members from all walks of the housing profession. Whether you work for an RSL, a local authority, a letting agent, third sector housing organisation, you're a student learner, brand new to the sector, or an experienced leader, we want to hear from you.

We would particularly welcome applications from people working in or with knowledge or lived experience of the following:

- Any characteristic protected under the Equality Act
- Private rented sector
- Recent/existing student learners
- Young (under 40) practitioners.

But equally, if you do not have this experience/background and you think you have something to contribute, please do apply. We want to hear from candidates from across the UK and it is your commitment to and passion for EDI that is the most important thing.

You do not need to be a CIH member on application, but if accepted onto the board, you will be expected to join CIH.

## HOW TO APPLY

There are two ways to apply:

- You can submit a video application. This should be no more than five minutes and should set out your housing experience, why joining the board is of interest to you and what you would bring to the role.
- You can submit a brief covering letter setting out your housing experience, why joining the board is of interest to you and what you would bring to the role.

*\*You may include a CV with either of these applications if you wish.*

The closing date for submissions is **5pm on Friday 20 September 2024** and interviews will take place in October. Please send your application to [Governance@cih.org](mailto:Governance@cih.org)

Any questions or queries about applications should be sent to **Callum Chomczuk** by email at [callum.chomczuk@cih.org](mailto:callum.chomczuk@cih.org).

Thank you for your interest and we look forward to hearing from you.