



Information pack to apply for the position of

Non-Executive Board Director - Treasurer

July 2019

Simon Community NI is committed to equal opportunities. Applications are welcomed from all suitably qualified persons. However, as women and those of a black and ethnic minority background are currently under-represented on our board, Simon Community NI would particularly welcome applications from women and those of a black and ethnic minority background.

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1. Foreword from the Chief Executive

Dear Candidate,

Thank you for your interest in this important board role within Simon Community NI.

At Simon Community NI we believe everyone should have a home. Our work is helping to make sure those who find themselves without one have the shelter and support they need to move back to independent living. People like Chelsea:

“I became homeless at just 15 years old after a family breakdown. I felt abandoned, unsafe and scared. Going to Simon Community changed my life forever. The team there made me feel safe, taught me how to manage my money and techniques to stop self-harming. Simon Community made my life so much better, they ended my homelessness and helped mend bridges with my family.” -Chelsea, aged 20

With Northern Ireland currently experiencing a homelessness crisis, each year around 18,000 people from all walks of life become homeless – including young people, families and people with poor mental health. Furthermore, with no dedicated research taking place to evaluate the impact of ‘Hidden Homelessness’, it is predicted that thousands more are experiencing homelessness in the form of couching, surfing, overcrowding or unsuitable accommodation.

Last year, our 24-hr helpline handled 27,000 calls while our frontline staff supported over 3,000 people, 85% of which displayed complex mental health and substance dependency needs. Additionally, 35% of the clients we supported were aged under 25 years old, showing a growing homelessness demographic switch and a greater need for our tailored young people’s services.

Together we can end homelessness and with your expertise we will be one step closer to making this a reality.

We are planning to fill a number of Board vacancies including the role of Treasurer and are seeking to fill these positions with people who are capable and willing to make a difference.

Yours sincerely,



Jim Dennison.

2. Background to Simon Community NI

Simon Community NI is a voluntary organisation based in Northern Ireland which provides emergency accommodation, advice and support for people who are homeless or who are at risk of becoming homeless.

We are the largest homeless charity in Northern Ireland, with 22 accommodation-based services across the province. We do not judge people for the reasons contributing to their homelessness. Consequently, Simon Community NI is the only homeless charity committed to working with anyone, irrespective of their past and/or personal circumstances.

Our Vision: *A society where everyone has a home.*

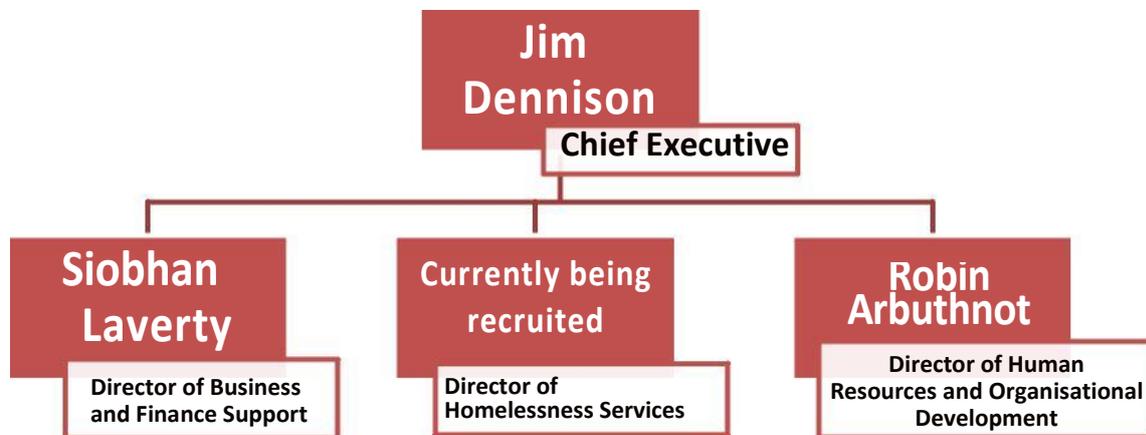
Our Mission: *To end homelessness for people who need our help.*

We provide accommodation facilities for single individuals (367 single bed spaces) through:

- Support Services for families (29 family units)
- Support Services for young people
- Alcohol and Drug Addiction Services
- Homelessness Prevention Services
- Free-phone Advice Service
- Support for people who have no access to public funds



3. Senior Management Team



4. Strategic Objectives

Strategic Plan 2018 - 2023

Our Vision: A society where everyone has a home.

Our Mission: To end homelessness for people who need our help.

Our Values: Non-judgemental; respectful; professional; collaborative; compassionate; creative; and innovative.

Our Strategic Priorities:

- ***To prevent homelessness***
- ***To provide the right support at the right time for those who become homeless***
- ***To offer options and solutions to end homelessness***
- ***To develop, support and invest in our staff and volunteers***

5. Aims and Objectives

Simon Community NI is pledging to support people who are homeless or at risk of being homeless to achieve a meaningful and independent place in their community.

Our Aims:

Strategic Priority: To prevent homelessness

We will:

- *Provide advice, support and signposting to those at risk of homelessness;*
- *Provide better access to alternative accommodation;*
- *Create a greater public awareness of the causes and effects of homelessness as well as awareness of available support options;*
- *Promote increased public engagement in the work we do and services we provide; and*
- *Campaign to ensure that homelessness is a key priority in public policy.*

Strategic Priority: To provide the right support at the right time for those who become homeless

We will:

- *Listen to those affected by homelessness and tailor our services to meet their needs;*
- *Provide a welcoming, safe and comfortable environment for those who stay with us;*
- *Offer specialist client services;*
- *Care for and invest in our staff to ensure that they have the skills and resources to deliver a high-quality range of services; and*
- *Grow our volunteer team.*

Strategic Priority: To offer options and solutions to end homelessness

We will:

- *Provide help for people to find and keep their home;*
- *Offer new housing options, including move-on and permanent accommodation; and*
- *Increase the geographic spread of our services.*

Strategic Priority: To develop, support and invest in our staff and volunteers

We will:

- *Have a flexible, well trained and available workforce;*
- *Value and recognise the dedication of our staff and volunteers;*
- *Have an engaged and high-quality workforce; and*
- *Invest in the care and protection of those who work with us and for us.*

6. The Role

Role: Board Member & Treasurer

<i>Reason for the Role:</i>	To further strengthen the Board of Directors and to ensure the right balance of skills are in place to aid effective decision making, scrutiny and governance.
<i>Job Purpose:</i>	<p>The Board of Directors is collectively responsible for providing effective leadership, direction, support and guidance to the organisation and to ensure that the policies and priorities of the organisation are implemented.</p> <p>Directors are responsible for ensuring Simon Community NI achieves its charitable aims through compliance with all legal and financial obligations by setting and monitoring the strategic direction of the organisation.</p> <p>The Treasurer will liaise with the Audit and Risk Committee and report on financial governance to the Board of Directors including:</p> <ul style="list-style-type: none"> • Report to the Simon Community NI AGM on the accounts of the organisation • Ensure the Board of Directors monitor the ongoing stewardship, usage and recording of its financial assets and transactions • Present regular budgets and variance reports to the Board of Directors • Assist the Board of Directors to be aware of financial implications of strategy and policy • Attend at least 2 meetings per year of the Audit & Risk Committee as appropriate particularly for specific agenda items such as approval of Financial Statements and Reports
<i>Contract Type:</i>	This is an unremunerated role (reasonable expenses will be paid in line with Simon Community NI policy). The appointment is for a three-year term, with possible further terms thereafter.
<i>Time Commitment:</i>	<p>Quarterly board meetings and quarterly sub-committee meetings (approx. 2 hours per meeting). Directors will participate in at least two sub-committees.</p> <p>In addition, Board Members will be periodically invited to visit sites or attend strategic workshops of the Board.</p>
<i>Key Duties: Governance</i>	Board members will be a driving force in achieving delivery against Simon Community NI's mission, vision, values and objectives, especially by embedding corporate values and behaviours and by creating the right culture.

Board members will be alert to risk and changes in the organisation's operating environment; and firmly focused on strategic issues through supporting the Executive Team to ensure the strategic objectives and growth plans are realised while remaining true to the vision and strategic direction of Simon Community NI.

Contribute to and share responsibility for decisions of the Board of Directors and the relevant sub-committees.

Ensure the affairs of Simon Community NI are conducted lawfully and in accordance with any regulatory requirements, and generally accepted standards of best practice.

Contribute to the implementation of policy and procedures in line with Charity Commission guidelines.

Ensure that decisions taken by the Board of Directors are in the best interests of the clients served by Simon Community NI.

Ensure the Board of Directors seek and take professional advice when required.

Work with other board members constructively and respect the views of others.

Strategic Leadership

Provide effective strategic leadership and direction to Simon Community NI.

Establish a constructive working relationship with, and provide support and scrutiny for the Executive Team.

Financial and Risk Management

Review, challenge, approve and monitor the annual operational plan, budget and accounts.

Establish and oversee robust frameworks and systems for delegation, risk management and mitigation, business assurance and control.

Make effective decisions on matters that might create significant financial or other risks to Simon Community NI.

Robustly monitor organisational performance and outputs.

External Relations

Uphold and promote the purpose and values of Simon Community NI.

Act as an ambassador for Simon Community NI with all stakeholders and attend external events in this capacity as required.

7. The Person

<i>Essential</i>	For the Treasurer role, be a qualified Accountant and a member of a CCAB recognised accountancy body.	
	For other non-Treasurer Director roles, no specific academic qualifications are necessary.	
	Committed to the values of Simon Community NI: <ul style="list-style-type: none"> • Non-judgemental; • Respectful; • Professional; • Collaborative; • Compassionate; • Creative; • Innovative. 	
	Experience of, or significant exposure to the working of boards.	
	Experience of operating strategically and inputting into strategic plans at senior management level. Simon Community NI is keen to attract a diversity of skills and experience	
	Experience of setting strategy, monitoring targets and scrutinising/evaluating performance, financial management and legal and compliance matters.	
	Understanding and practical experience of governance, compliance and policy setting.	
	Ability and willingness to devote the necessary personal time and effort to Simon Community NI.	
	<i>Desirable</i>	Experience of the working at a strategic level in a Third Sector organisation(s).
		Knowledge of trusteeship and/or scrutiny overview.
Understanding of the housing sector, homelessness, mental health, supporting individuals with addictions or the criminal justice sector.		

7. Selection Process

Application is by tailored CV.

The Chair and representatives of the Simon Community NI Board of Directors will shortlist from the CVs provided.

Short-listed candidates will be invited to meet with the Chair, CEO and representatives from Simon Community NI Board of Directors to assess suitability for the role.

Full details will be provided to all candidates throughout the process.

Further information/Queries:

If you have any queries or would like an informal conversation about this role, please contact, Jim Dennison, Chief Executive.

jimdennison@simoncommunity.org

Telephone: 028 9023 2882

To apply, please submit a CV and cover letter to Laura Burke

no later than 5pm, Friday 26 July, 2019 by email.

lauraburke@simoncommunity.org