



**Poplar HARCA
Board and Committee
Recruitment Pack**

POPLAR HARCA

Board and Committee Member opportunities

Poplar HARCA is an award winning Housing and Regeneration Community Association in East London, with charity status.

Poplar HARCA is looking for strategic input to help us decide the aims and objectives of Poplar HARCA and help more people in the community become increasingly resilient for the future.

Can you bring relevant experience to help increase our impact and build a stronger organisation for current and future residents?

We are particularly interested in applications from people who live or work in the London Borough of Tower Hamlets.

“I’m so glad I got involved with Poplar HARCA governance. It has been illuminating, educational and gratifying. No regrets.”

Rev James Olanipekun,
Vice Chair Poplar HARCA Board
2009–2018

Dear prospective board or committee member...

Thank you for your interest in our voluntary leadership roles at Poplar HARCA. You are joining us at an exciting time, with the development of our new Poplar Works scheme, and the regeneration of Chrisp Street market.

We focus on providing homes and support to residents old and new; helping to create a place where people, communities and businesses can grow and thrive.

We are currently leading an extensive place-shaping programme for Poplar, attracting a significant investment to regenerate, build and create opportunities.

To help us in the next step of our journey, we are looking to recruit new board members who can help us refine our existing strategy and grow the strength, depth and resilience of our work, helping more people thrive in their communities.

There is a strong and vibrant governance structure and we are looking to extend its skills base so that we are well prepared for the future.

If you believe you have the skills and experience to help us, then we look forward to hearing from you.



Steve Stride
Chief Executive



Paul Brickell
Chair of Poplar HARCA

Poplar HARCA works in the following services areas:



Housing



**Development,
regeneration,
placemaking**



**Communities and
neighbourhoods**



**Estate and
horticultural
services**



**Repairs and
maintenance**



**Resident
engagement**

Our vision is to create opportunities for individuals, housing, the community and businesses.



Our Values

We create opportunity through...

Constant Improvement

This is our ethos. Why we are here. Working to improve everything around us, and to support others to do the same. We provide homes, deliver services, enable regeneration and much, much more. We look to our people and our communities to find better ways and achieve better outcomes.

Wholehearted Commitment

Getting things done, especially when a different approach is needed, requires determination. We know that there will be anticipated and unanticipated challenges. We calmly and confidently address each situation, and we adjust when we need to.

Enthusiastic Support

Change is inevitable. Even if it's for the better it's not always easy. As a community we are supportive of everyone's needs. It is important that we are all heard and respected. We are mindful of everyone's right to have a say, even if sometimes we do not all agree with each other.

Board or Committee Role Description

- **Main purpose of the role**

To promote Poplar HARCA's vision, purpose and values by carrying out the activities listed in the Committee or Board terms of reference.

- **Time commitment**

4 meetings a year, usually 6.30pm – 8.30pm
at Poplar HARCA, George Green Building,
155 East India Dock Road, London E14 6DA.

- **Relationships**

Reports directly to the Chair of the relevant Board or Committee and is responsible for carrying out functions delegated by the Poplar Board.

Specific duties and responsibilities

1. To work within Poplar HARCA's strategic objectives and its vision and values
2. To work with, support and challenge the relevant members of the Corporate Management Team to achieve these objectives
3. To work within the terms of reference for the relevant Committee or Board
4. To limit any action and decisions to those where the related costs can be met within the approved budget
5. To make recommendations to the Poplar Board and to provide advice to other committees
6. To ensure that the interests and needs of Poplar HARCA residents are considered in all matters
7. To measure and review performance regularly and make recommendations for improvement where appropriate
8. To promote openness and transparency in dealings with all stakeholders
9. To demonstrate Poplar HARCA's commitment to equality and diversity in all decisions made and in personal conduct
10. To act in accordance with the Code of Conduct and the best interests of Poplar HARCA and to deal appropriately with confidential information
11. To attend meetings and contribute effectively
12. To be well informed on the key issues considered at the Board or Committee through appropriate background reading, training and development
13. To ensure that the Board or Committee has the capacity and commitment to carry out its role
14. To act as an ambassador for Poplar HARCA

Person specification

In order to be effective as a Board or Committee member you will need to be able to demonstrate the competencies set out below. You may be better at some competencies than others and we can provide training to help you develop in the areas in which you feel less confident.

Each Committee member must have

- An empathy with Poplar HARCA, its roots, mission, values and ethos
- Willingness to commit the necessary time and effort, it is anticipated this will be the equivalent of at least two hours a month
- Ability to think creatively and apply this to the challenges and problems encountered by the organisation
- Willingness to speak your mind whilst maintaining tact and diplomacy
- Understanding and acceptance of the legal duties, responsibilities and liabilities of the role
- Ability to work effectively as a member of the diverse team
- Adhere to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- Strategic vision
- Understanding of the principles and practice of equality and diversity

The committees collectively need skills and experience in the following areas:

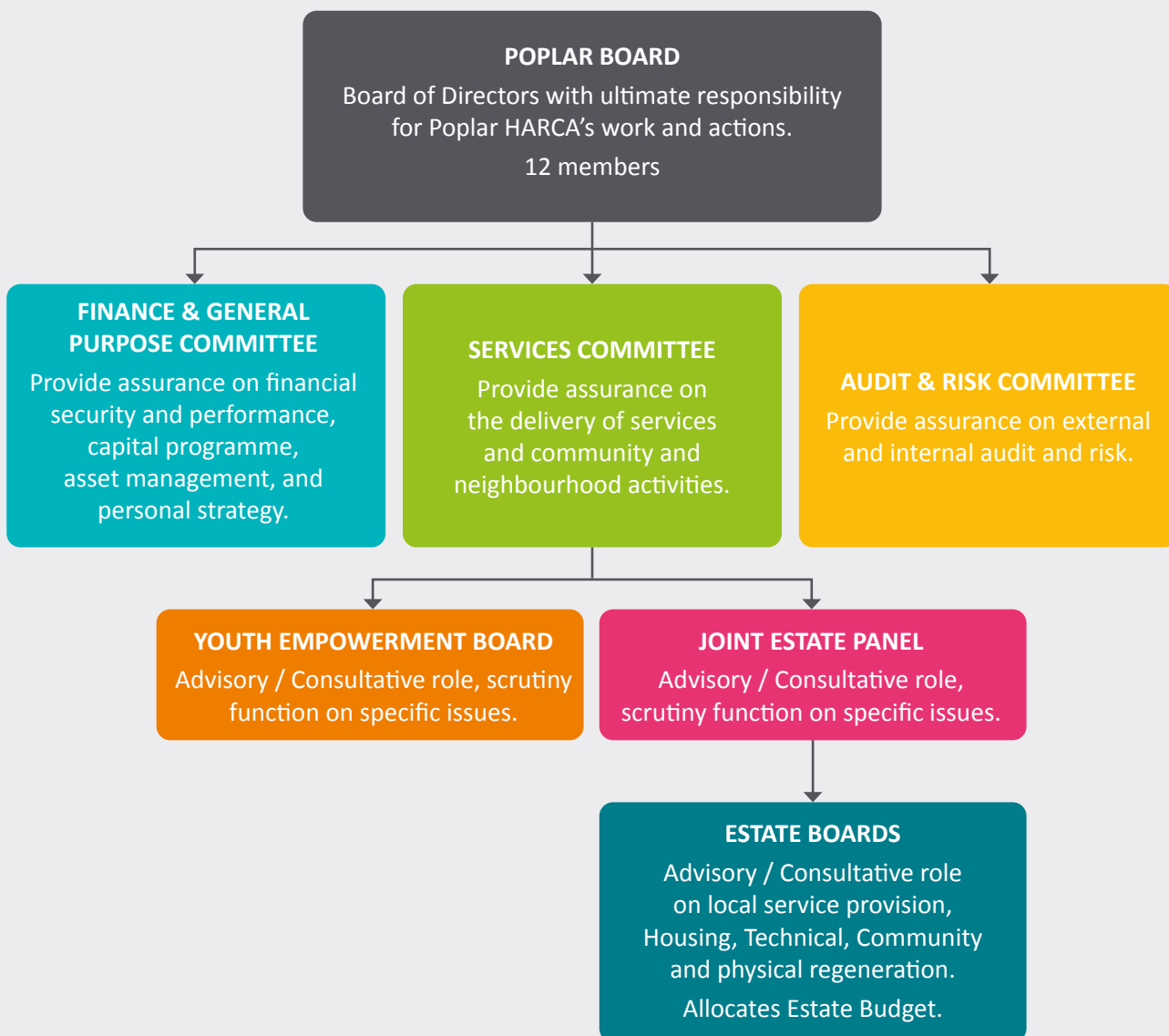
- Resident needs
- Community development and regeneration
- Housing management
- Financial strategies and management
- Budgeting, funding and partnership working
- Monitoring and reporting
- Public policy and public affairs
- Human resource management

Organisational structure

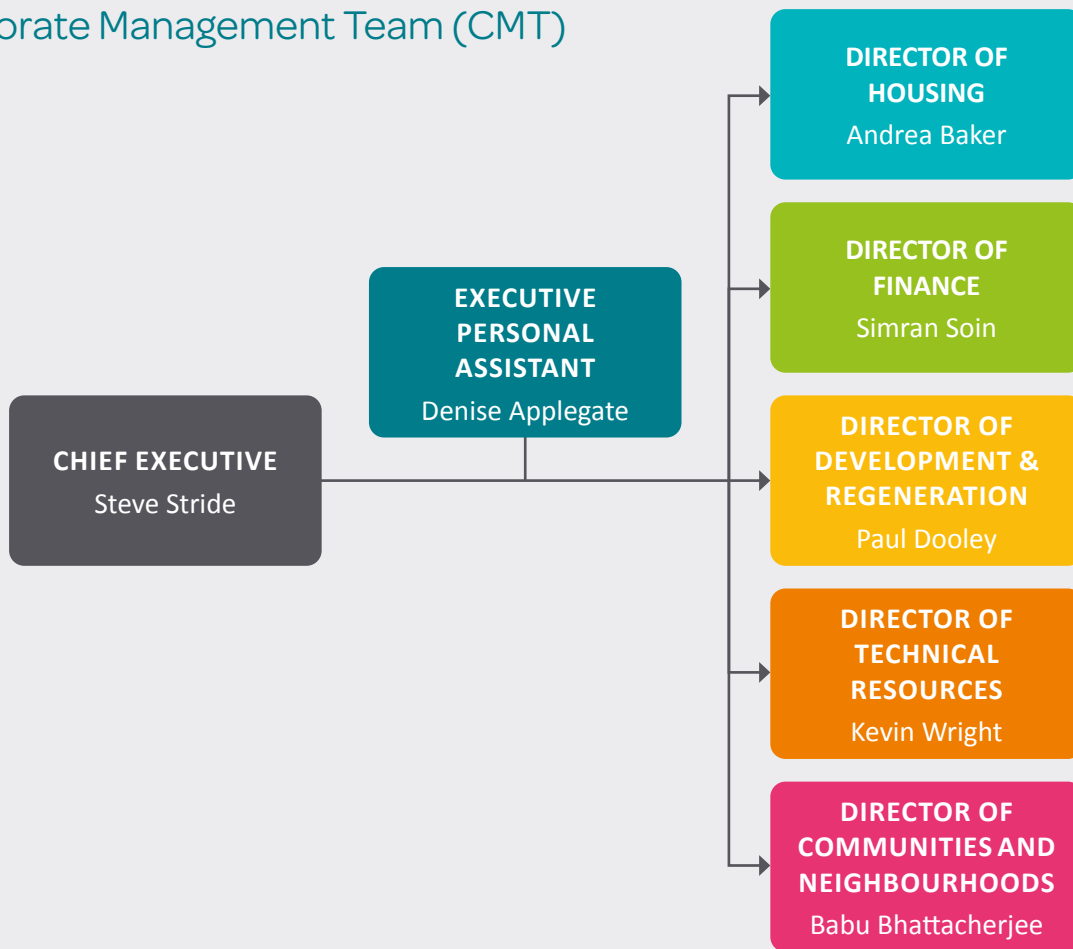
The Board and Committee members have overall responsibility for Poplar HARCA.

They may delegate to others, but they still retain the ultimate responsibility for all actions taken in Poplar HARCA's name. They also decide the overall aims and objectives of Poplar HARCA and ensure that the organisation is meeting these and keeping within its legal, financial and moral obligations.

Poplar HARCA Governance Structure



Corporate Management Team (CMT)



Appointment process

If we are actively recruiting for a vacancy, we will send you a recruitment pack and advise next steps. If there are no current vacancies we will log your interest and be in touch when opportunities arise.

If you are interested in a role or would like further information, please contact:

Mark Sweeny
Assistant Director of Corporate Governance
& Company Secretary

mark.sweeny@poplarharca.co.uk

07977 675607

Interview process

Shortlisted applicants will be introduced to the Chair of the Board or Committee, followed by observing a meeting. A more formal interview may follow in order to establish whether there is a good “fit” with the organisation.

Safeguarding

Any appointments will be subject to a Declaration including any criminal record. Having a criminal record will not necessarily bar you from working with us.

Remuneration

Please be aware these roles are not remunerated, although out of pocket expenses will be reimbursed.