**Sandway Homes**

**Non Executive Director**

**Job Description**

**Role reports to: Chair**

**Based: Bootle, Merseyside**

**Key Responsibilities:**

* To contribute to the determination and direction of the company’s strategy and ensure implementation of the Business Plan.
* To review and scrutinise activities across the company to ensure service standards are met, and targets and objectives are achieved.
* To ensure compliance with regulatory standards.
* To ensure the maintenance of sound financial management of resources, ensuring expenditure is in line with its objects, and investment activities meet accepted standards.
* To scrutinise the integrity of financial information and those financial controls and systems of risk management are robust.
* To always act in the best interest of the company.
* To maintain absolute confidentiality about all sensitive/confidential information received.
* To develop and maintain good working relationships with colleagues, other partners and relevant agencies, including representing the company at external events as appropriate.
* To attend Board meetings, other Committees and awaydays as appropriate.
* To ensure appropriate preparation and review of Board papers and active participation in the meetings.
* Attend induction, training and performance review sessions and other such sessions or events as are reasonably required by the company.
* Uphold the values of the organisation and promote equality and diversity for all its stakeholders.

**Person specification (skills, knowledge and experience required):**

* Professional related experience of delivering projects linked to sustainability and progressive design technologies, and/or experience of delivering social value and optimising access to opportunities for local economies and sectors through core business activity.
* A high level of understanding and interest in the local housing market, mixed tenure and housing delivery.
* Experience and understanding of construction stages and experience of delivering large projects.
* An appreciation of current issues affecting the housing sector and the wider political/economic environment.
* Experience of oversight of implementation of business plans / strategic delivery plans and holding hose responsible for delivering these plans to account
* Have previous experience as a Board Director and/or experience as a senior leader in a private or public organisation.
* Strong business and financial acumen.
* Highly developed interpersonal and communication skills.
* Ability to understand complex strategic issues, critically assess, analyse and resolve difficult problems.
* Sound, independent judgement, common sense and diplomacy whilst bringing constructive challenge to the Board.
* Clear understanding, and acceptance, of the legal duties, liabilities and responsibilities of directors

**Other information:**

* Time commitment required will be approximately 1 day a month.
* Management meetings are held every month, and board meetings are quarterly (January, April, July, October).
* The remuneration is £500 per day plus reasonable expenses.