

Cywaith

Tŷ Silyn, Y Sgwâr, Penygroes,
Caernarfon, Gwynedd. LL54 6LY

Mae Cywaith yn is-gwmni i Gymdeithas Tai Eryri. Cywaith is a subsidiary of Cymdeithas Tai Eryri.



WELCOME

We are looking for a Chairperson and two independent members to sit on the Management Board of Cywaith.

We are ideally looking to recruit for all three posts individuals with direct experience of community regeneration or economic development. We are most certainly looking for enthusiasm, passion and commitment.

We are asking for approximately 10 hours of your time every month (or 15 hours from the Chairperson).

We will not be offering remuneration to Cywaith board members. But that does not mean that you will be working for free ...

By being part of our team you will receive **training** in various fields, we will reimburse any **costs** and will give you an opportunity to directly **influence** decisions concerning your local community.

Some people offer their spare time to sit on boards in order to improve their **skills**, others will do so to feel that their **expertise** is being valued, to improve their career **prospects**, to make a **difference** or simply to have fun and **enjoyment**.

Whatever your reason for showing an interest, we hope that you will submit an application. The closing date for applications is 19 March 2010.

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WHAT IS CYWAITH?

Cywaith is a community regeneration company. It is a not-for-profit social enterprise set up to support the economic development of rural communities in Gwynedd and Anglesey.

The company's main functions are:

- developing local assets for the benefit of local communities (Cywaith will be the owner of these assets)
- promoting and utilising local assets for a variety of different purposes associated with regeneration and community benefit
- acting as a facilitator for local groups and community businesses to secure assets where they cannot do so themselves (due to lack of finance and resources, or by choice)
- acting as a facilitator and sponsor for local regeneration activities
- providing a focal point for key stakeholders in relation to local regeneration
- ensuring that local regeneration activities are directly connected to training, employment and sustainability initiatives

The work of Cywaith is:

Strategic: Working in partnership with a range of stakeholders and forming action plans which identify key projects.

Tactical: Developing project facilitators within local groups and prioritising projects.

Operational: Supporting the process of developing projects, acting as project sponsor, monitoring projects and taking the role of landlord for the assets provided.

Cywaith is governed by the Management Board. There is no intention for the company to employ staff in the short term. Cymdeithas Tai Eryri will employ a Project Officer and sell their time to Cywaith.

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WHY SET UP CYWAITH?

Cymdeithas Tai Eryri has been working across Gwynedd and Anglesey for the past 30 years providing affordable housing, supporting vulnerable people and facilitating community activities in order to reduce social disadvantage.

Despite a tendency, perhaps, to assume that the role of organisations such as Cymdeithas Tai Eryri is simply to provide housing, the work of many housing associations now goes much further. Since the end of the 1990s the work has been extended to include **neighbourhood renewal, regeneration, training, employment** and the development of the **social economy**.

This development is understandable. The link between housing and regeneration is now closer than ever and as a result of Assembly requirements such as the Wales Housing Quality Standard there has been a significant improvement in the way that housing associations support local supply chains and producers as well as target training and recruitment.

There is also greater acknowledgement of the fact that many housing associations tenants are on a low income, live in areas of deprivation and that a high percentage are economically inactive.

Establishing a community regeneration company was therefore a logical step for Cymdeithas Tai Eryri.

The activities of **Cywaith** will be wider than those of Cymdeithas Tai Eryri. It will, in the first instance, develop local assets for a range of social, economic and cultural purposes.

But we realise that regeneration means more than just investing in bricks and mortar. That, by itself, is likely to fail. A more holistic approach is required to ensure that the economic, social and community benefits are interlinked and fully realised. We hope that Cywaith will eventually develop a role as a major facilitator and sponsor of local regeneration activity.

Job Description – Chairperson

Job Details	
Job Title	Chairperson
Main Purpose of the Job	
To provide leadership for the Board of Management and act as an ambassador for 'Cywaith'	
Job Duties and Responsibilities	
<p>The Chair shall seek to ensure that:</p> <ul style="list-style-type: none">• All meetings of the Board and all general meetings of the Company are conducted efficiently• Appropriate standards of behaviour are maintained and that all Board Members are given the opportunity to express their views• The Company provides appropriate induction, training, development opportunities and support for all Board members• A constructive working relationship is established with Cymdeithas Tai Eryri, as the parent organisation, and that the Board as a whole works constructively with senior staff• The contribution of individual Board Members are appraised in order to identify the Board's strengths and weaknesses, skills shortages, the training needs of individual members and to improve performance of the Board• The Board delegates sufficient authority throughout the organisation to enable the business of the Company to be carried on effectively between Board meetings and that the Board monitors the use of these delegated powers• The Board seeks and receives professional and independent advice when needed• The Company is represented as appropriate• The Board agrees on the role and responsibilities of any Vice-Chair• The Company's affairs are conducted in accordance with generally accepted codes of performance and propriety	

Person specification

The Chair will ensure that the Company is represented as required e.g. at public meetings, publicity events, meetings with Local Authorities and other statutory bodies, and will act as the Company's ambassador. This will involve:

- Being aware of and actively promoting the work, aims and objectives of 'Cywaith'
- Keeping up to date with developments in the community regeneration sector
- Demonstrating a commitment to working for the benefit of communities within the area which 'Cywaith' operates
- Attending and speaking at public events
- Representing the Board to Cymdeithas Tai Eryri, members, customers and the public in a professional manner
- Making statements to the media
- Acting in a way that commands respect for 'Cywaith' and supports the Company's work at all times

Skills and Qualities

- Leadership skills – including the ability to guide colleagues to focus on key strategic issues and to inspire confidence of colleagues
- Chairing skills – ability to ensure key issues are adequately discussed and all shades of opinion are heard within an appropriate timescale
- Tact and diplomacy – including a sensitive approach to others' views and feelings; and the ability to achieve results through negotiation and compromise
- People management skills – the ability to get the best out of people, yet also be able to tackle difficult issues and manage performance
- Impartiality, fairness and the ability to respect confidences
- Good communication skills including the ability to speak at public meetings, and to take part in radio/television interviews.

Experience and Knowledge

- Track record of effective governance in a social enterprise or other third sector organisation
- Awareness of demands of operating within a rural environment
- Experience of community regeneration and /or economic development
- Understanding of the local and national policy environment

Job Description – Board Member

Job Details	
Job Title	Board Member
Main Purpose of the Job	
To govern 'Cywaith' in accordance with its objectives and governing document.	
Job Duties and Responsibilities	
<p>Personal Responsibility:</p> <ul style="list-style-type: none"> • Contribute to the decisions of the Board and share responsibility for all such decisions • Aim to attend at least 75% of Board meetings • Read the papers of Board meetings in advance • Attend training sessions for Board Members • Be a member of any appeals, grievance, disciplinary and/ or interview panels as necessary • Represent 'Cywaith' positively to the outside world • Keep abreast of developments in the field of community regeneration <p>Collective responsibility:</p> <ul style="list-style-type: none"> • Contribute to the strategic plan for 'Cywaith', its aims and objectives • Establish policies and plans to achieve those objectives • Approve each year's accounts prior to publication and approve each year's budget • Agree policies and make decisions on all matters that create significant financial risk to 'Cywaith' or which affect material issues of principle • Monitor the Company's performance in relation to agreed plans, objectives and budgets • Ensure that the Company's affairs are conducted solvently, lawfully and in accordance with accepted standards of best practice and propriety • Establish and oversee the framework of delegation and systems of control • Appoint (and if necessary remove) the Chief Executive • Meet legal responsibilities as an employer and take advice as appropriate 	

Person specification

Skills and Qualities

- A commitment to working for the regeneration of communities within the area which 'Cywaith' operates
- The ability to contribute fully and honestly to the Board's work at Board meetings and committees
- The ability to arrive at soundly-based decisions showing strategic vision and feasibility, effective use of resources and taking full account of the legal and financial framework within which the Board operates
- A willingness to support 'Cywaith' on a voluntary basis
- Readiness to accept a majority decision
- Be open and accountable to the local communities
- Support the Company's values, including its commitment to the use of the Welsh language

Experience and Knowledge

- Understanding of governance standards for social enterprise and other third sector organisations
- Awareness of demands of operating within a rural environment
- Experience of community regeneration or economic development
- Understanding of the local and national policy environment



APPLICATION FORM

Job title

Chair	<input type="checkbox"/>
Board member	<input type="checkbox"/>
(tick the relevant box)	

PERSONAL DETAILS

First Name

Surname

Address

Postcode

Telephone Number

E mail address

Home: Work: Mobile:

PRESENT EMPLOYMENT

Employer

Your Job Title

Date of joining

Details of your work and responsibilities:

WORK HISTORY

1.	Employer	
	Job	
	Date of joining	
	Date of leaving	

2.	Employer	
	Job	
	Date of joining	
	Date of leaving	

3.	Employer	
	Job	
	Date of joining	
	Date of leaving	

ADDITIONAL INFORMATION

Referees:

1. Name

Address

Daytime Telephone Number

Evening Telephone Number

2. Name

Address

Daytime Telephone Number

Evening Telephone Number

EXPERIENCE

Please include any information relevant to support your application e.g. experience of governance in the social enterprise sector, experience in community regeneration activities or economic development.

EQUAL OPPORTUNITIES STATEMENT

(Please ✓ appropriate box)

Do you consider yourself disabled?

Have you been registered disabled?

Registered Number

YES		NO	
YES		NO	

What is the nature of your disability?

Do you require any particular arrangements for an interview or work?



DECLARATION

To ensure that the Association conforms with Appendix 1, Part 1 of the 1996 Housing Act, applicants must declare if they are related to any other member of staff, member of the Association's Board of Management, owners, partners or directors of organisations that the Association has commercial relations with.

If applicable, please note the relation:

.....
.....
.....

I confirm that, to the best of my knowledge, the information given on this form is correct:

Signature

--

Date

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Return to:

**Walis George
Chief Executive
Cymdeithas Tai Eryri
Tŷ Silyn
Y Sgwâr
Penygroes
Gwynedd LL54 6LY**

