



Management Committee Member  
**Hull International House**

Information Pack

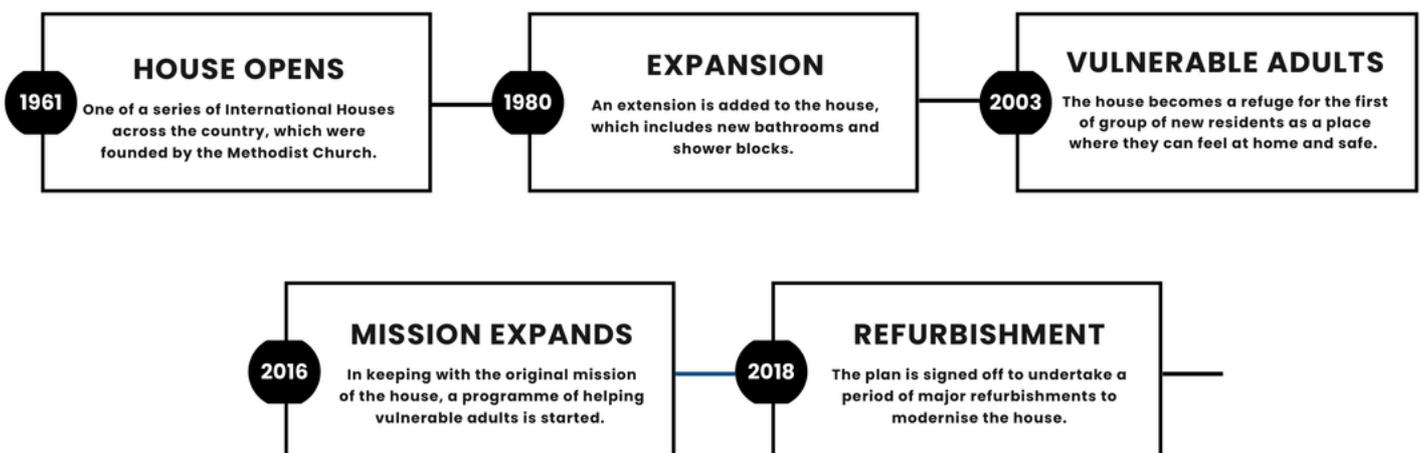
# THE HOUSE

**Hull International House (HIH) was founded and established in 1961 by the Methodist Church to provide support and care to people in need. The House has forty-three rooms that accommodate a range of adults from diverse backgrounds.**

HIH provides accommodation for a range of people, all of adult age, who often present from or with complex or challenging backgrounds. The HIH team work with statutory and voluntary organisations at various levels in providing well-maintained accommodation in an environment where residents feel safe, valued, and included.

Each of the forty-three resident rooms has a sink, bed, wardrobe and a study desk and chair. These private spaces are supported by a range of warm communal living areas including a laundry room, tv lounge, games room and two kitchens. There is also an office where the day-to-day administration of the House is managed from.

HIH employs five staff that manage the premises and maintain the day-to-day needs of the residents.



## GOVERNANCE STRUCTURE

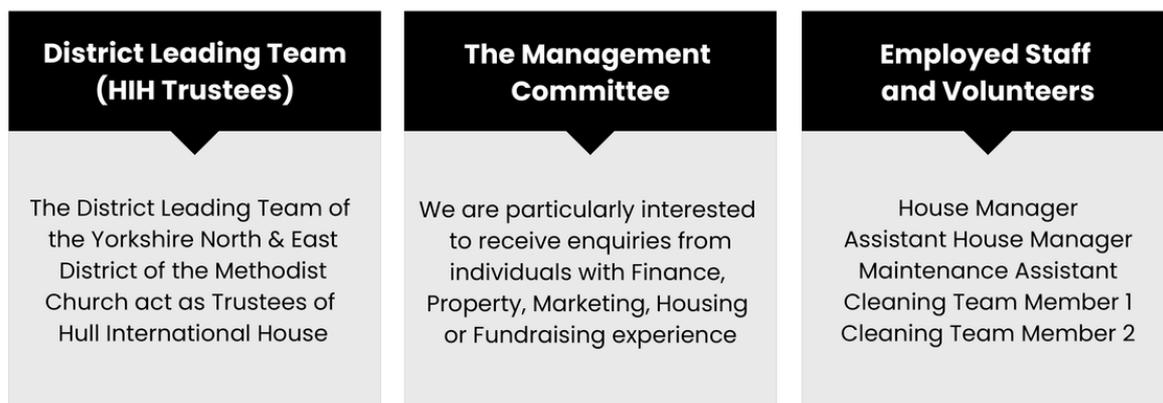
**The District Leadership Team of the Yorkshire North & East District of the Methodist Church are the Trustees of HIH. With a significant number of governance duties across district-wide projects their availability to gather 'in the House' is limited.**

Since 1961 HIH has remained under the ownership of the Methodist Church. Balancing post-pandemic relevance whilst maintaining community identity remains very important to the Trustees and so, in early 2022, a review of practice was undertaken.

Following this process of evaluation the trustees recognised the need to implement a clear vision and seek to establish and implement strategic priorities through a robust business plan that allows HIH to move forward with consideration for balancing the House's Christian and pastoral ethos against its long-term economic viability.

It is therefore the intention of the Trustees to introduce a Management Committee that will act as the link between the District Leadership Team and House Manager.

We anticipate that the Management Committee will comprise the House Manager and key stakeholders from statutory agencies, local organisations and community groups who collectively will provide the necessary skills and experience in finance, equality, housing, legal practice and marketing to develop and promote HIH.



## THE MANAGEMENT COMMITTEE

**The Management Committee will have a responsibility for providing oversight and direction in the effective delivery of the HIH Business Plan, supporting the House Manager in making key operational decisions.**

When decisions are required that are outside the remit of the House Manager the Management Committee will take such decisions and, if necessary and appropriate, do so following discussion, or in consultation with the District Leadership Team.

Specific accountabilities include:

- The management of financial matters in line with the strategic priorities and the Business Plan, including monitoring of rental arrears that exceed agreed limits.
- Ensuring that incidents and risk assessments are managed in line with agreed HIH Policies providing direction to HIH staff where necessary.
- The reporting of serious incidents to the District Leadership Team and assurance reporting around the overall effectiveness of HIH.
- Ensuring compliance and review of HIH and Methodist Church policies and procedures around the safeguarding of children and adults at risk, and also legislative requirements relating to Housing and Tenancy matters.
- Providing support and constructive challenge to the District Leadership Team to ensure delivery of strategic priorities and implementation of the Business plan.

It is anticipated that members of the Management Committee will bring personal and professional expertise, contributing to strategic and operational debates that, in turn, will strengthen governance and ensure safeguarding standards, in line with legislation and statutory guidance, are maintained.

Working collaboratively to deliver against strategic priorities, whilst bringing to life the long-term vision of the House, it is anticipated that the Management Committee will become a critical function in ensuring that longevity of the House.

## SKILLS & EXPERIENCE

**Establishing an active Management Committee that combines the pastoral and professional needs of the residents is essential to safeguard, protect and promote the future of HIH.**

All members of the Management Committee will be required to demonstrate the following behaviours and skills:

- Integrity, high ethical standards and sound judgement
- Genuine commitment to HIH, its objectives, mission and values
- Willingness to devote the necessary time and effort to the role
- Pragmatic, independent and impartial
- Strategic vision with the ability to think creatively
- Ability to challenge others in an appropriate and proportionate way
- Comfortable working collaboratively to support and achieve the aims of HIH
- Demonstrable experience of working with adults with care and support needs in an operational setting, either paid or voluntary

We would be particularly interested to hear from people with experience in one or more of the following areas:

- Pastoral supervision in a charity setting
- Professional financial management skills
- Legal practice training or experience
- Knowledge of Charity Commission regulations and good governance practice
- Housing services and/or tenancy management
- Strong third-sector networking, fundraising and grant application experience
- Experience of working within the health, police or social services

HIH recognises the positive value of diversity, promotes equality and challenges discrimination and we welcome and encourage applications to join our Management Committee from people of all backgrounds.

## TIME COMMITMENT

**The Management Committee will, in the early months, meet weekly or as operational needs demand. Each meeting will last approximately two hours to allow for matters to be discussed thoroughly, and solutions to be agreed upon.**

We anticipate there may be a requirement for these meetings to be a mix of online and in-person however gathering together at the House remains preferential.

The service that HIH provides means that on occasion there may be a requirement to attend ad-hoc meetings to discuss sensitive issues and make difficult decisions.

## JOINING US

**There are eligibility criteria that should be understood before making an application to join the Management Committee. You cannot apply if you are disqualified under the Charities Act.**

Reasons for disqualification include but are not exhaustive to:

- If you are disqualified as a company director or if you have an unspent conviction for an offence involving dishonesty or deception (such as fraud).
- If you are an undischarged bankrupt (or subject to sequestration should you have business or work interests in Scotland), or have a current composition including an individual voluntary arrangement (IVA) with your creditors.
- If you have been removed as a trustee of any charity by the Commission (or the court) because of misconduct or mismanagement.
- If you are on the sex offenders' register.

There are further restrictions for charities that work with children or adults at risk.

Due to the type of work that HIH performs you will be required to demonstrate a satisfactory enhanced disclosure from the disclosure and barring service (DBS).



## APPLICATION PROCESS

**To submit your interest in joining the Hull International House Management Committee we ask that you write a short supporting statement, enclose your curriculum vitae, and send it to Andrew Crawford by email to [hr@yorkshirenethodist.org](mailto:hr@yorkshirenethodist.org)**

In the supporting statement please set out what you would bring to the role, and how your professional and personal experiences are transferable. If you would like to discuss the post in more detail before doing this, please contact Mark Griffin at Griffin Associates via [markgriffin@yorkshirenethodist.org](mailto:markgriffin@yorkshirenethodist.org)

The deadline for applications is midnight on **30th November 2022**.  
Interviews and walk-rounds will be held w/c **5th December 2022**.

We are looking to increase diversity in our governance roles and encourage enquiries from underrepresented backgrounds.

## CONFLICT OF INTEREST

**Members of the Management Committee and Trustees of HIH have a duty to act in the House's best interest, particularly when making decisions.**

It may be that a decision needs to be made where you have a personal or other interest which may affect your ability to make a decision in the interest of the House. This is called a conflict of interest.

It is important to declare any conflict of interest and withdraw from discussions and voting on matters where this applies. To support you with this we will provide you with a conflict of interest form upon becoming a member of the Management Committee.

