



**MILTON  
KEYNES** | HOMELESSNESS  
PARTNERSHIP

## Trustee Application Pack

September 2021

## A Message from MKHP Chairman, Richard Wightman

Thank you for considering becoming a trustee of the Milton Keynes Homelessness Partnership (MKHP).

MKHP is a network of organisations, currently 35, who connect to prevent and end homelessness in Milton Keynes. We were formally constituted as a Charitable Incorporated Organisation in December 2018 and since then have been building our network, establishing a new strategy, and building collaborative working across the sector.

MKHP is ambitious. We encourage and facilitate innovative ideas on how to end homelessness in MK with a focus on prevention rather than cure. We advocate a person-centred approach to all services for those that are homeless or are at risk of homelessness. Services range from medical and wellbeing through to better and truly affordable homes.

Homelessness is many things. It is sofa surfing. It's living in temporary or emergency housing. It's living in your car. A person doesn't have to be street sleeping to feel unprotected or unwelcome. MKHP's Recognised Partners span the multiple levels of homelessness whether statutory homeless, non-statutory or people with no recourse to public funds.

The past 18 months has seen unprecedented change in the homelessness landscape, during the COVID 19 pandemic. With Government initiatives implemented nationally and locally, there was a significant shift in bringing people off the streets into emergency accommodation. The sector is left feeling anxious now that interventions are ending. Welfare uplifts have disappeared and there is growing evidence that this, amongst other impacting factors will and is impacting on people's ability to sustain a home. Never is this truer than in Milton Keynes.

Our vision is ending homelessness in Milton Keynes, achieving homes for all. I am delighted that you are exploring how you can support us achieve this across our city.

We are currently seeking up to six new trustees to join our Board in a non-executive capacity. Bringing additional expertise onto our Board will help us to bridge the gap between some of the current Trustees stepping down and the need to expand and complement our remaining skills set to deliver a new strategy.

In addition to bringing your expertise, you will need a personal commitment and empathy with our vision and values and a willingness to work with other trustees, the chief executive, and our small team to build partnerships and networks to further our aspirations and raise funds to deliver our programme of work.

I look forward to receiving your application.

Richard Wightman  
Chair, Board of Trustees

## The Milton Keynes Homelessness Partnership Trustee Board

The MKHP Board of Trustees provides leadership, strategic direction and oversight for the delivery of the MKHP strategy and business plan, that guides the actions of organisations that make up the Partnership.

The Board of Trustees delivers through meetings, a small number of sub-committees, multi-agency working groups and action forums.

The small Executive Team are responsible for facilitating the delivery of the wider action plans and strategic objectives. The Board of Trustees supports and oversees the work of the MKHP Executive Team.

MKHP recognises the value of diverse and inclusive governance. It is an aim of MKHP to ensure the Board of Trustees is fully gender-balanced, reflects the rich diversity of Milton Keynes, as well as the network of organisations who make up the Partnership and homelessness sector in Milton Keynes.

The Board will use its expertise and enable the delivery of the vision and mission of MKHP and its partners. It will be innovative, ambitious, and seek out creative solutions with Recognised Partners to prevent and end homelessness in Milton Keynes.

## Board Members Roles and Responsibilities

The specific roles and responsibilities of a Trustee Board member are to:

### 1. Guide strategic direction

- Ensure MKHP has a clear and evolving vision and mission that adds value to the homelessness sector in Milton Keynes.
- Develop, set and challenge the strategic direction of the collective actions of the MKHP network.
- Champion the importance of collaborative working and action to create innovative solutions to contribute to services in Milton Keynes to ensure the best possible outcomes for the people of Milton Keynes.

### 2. Enhance good governance and monitor compliance

- Establish and monitor highest standards of integrity and good governance, and ensure compliance with MKHP's evolving governing documents and appropriate legal and regulatory frameworks.

- Establish, update and monitor the application of policies, standards and guidelines required to effectively govern and guide the delivery of MKHP's objectives.
- Create and maintain an environment that promotes, equality, diversity, equity and inclusion in an intersectional manner.
- Identify and oversee the management and mitigation of risk and issues that will impact the delivery of MKHP's objectives.
- Strong financial acumen and skills to constructively critique charity finances, procedures, ensuring good management and reporting.

### **3. Champion equality, diversity, equity and inclusion**

- Embed and monitor the commitment to equality, equity, diversity and inclusion across the MKHP network ensuring underrepresented and disengaged communities and those with lived experience play a central role in the collective action of the network.

### **4. Support organisational effectiveness and sustainability**

- Oversee the delivery of the agreed objectives of MKHP and its network, monitoring the results achieved.
- Ensure the MKHP's resources are used effectively and efficiently and ensure the sustainability of the structures and system established to support MKHP's delivery objectives.
- Work collaboratively with the Chair and Trustee Board colleagues to advise, support and act as a critical friend for the MKHP CEO.
- Provide links, introductions and networking that supports MKHP objectives, CEO focus and the overall direction and sustainability of MKHP.

### **5. Promote and Champion Collaborative working and the role of MKHP**

- Be an ambassador for MKHP, champion its role and contribution in Milton Keynes, champion collaborative working across the Recognised Partner network to maximise the opportunities to achieve better outcomes for those who are homeless, or are at risk of homelessness across Milton Keynes.

## **Additional Information**

### **Time Commitment**

The Board of Trustees meets up to four times per year. The usual duration of meetings is two hours. Meetings may be conducted remotely through zoom or face to face. At present, all meetings are conducted virtually due to COVID-19 restrictions

Trustees are requested to commit an additional up to 4 hours per month for preparation, sub-committee meetings and strategic engagement, or to represent MKHP as required.

Trustees are normally appointed for a three-year term, except where terms are adjusted to support succession and contingency planning. They may serve no more than three consecutive terms of office without leaving the Board of Trustees for at least one year before any reappointment.

### **Remuneration**

Appointments to the Board of Trustees are made in a voluntary capacity. Reasonable expenses incurred in fulfilling the role will be reimbursed as per the MKHP expenses policy.

### **Location**

The role primarily involves remote working however trustees may be requested to attend some in-person meetings each year which are held in Milton Keynes. There may be a small number of events per year where trustees would be invited to attend also.

## **Person Specification**

We are seeking to recruit trustees with the following attributes.

### ***Essential:***

- Commitment to the vision and mission of MKHP.
- Ability to offer purposeful and constructive insight on organisational governance and strategic direction.
- Capability to meet the time commitment of MKHP Trustee Board members.
- Demonstrated commitment to collective impact, collaboration and partnership working and championing equality, diversity, equity and inclusion in the community, workplace and/or through leadership and governance roles.
- Ability to lead by example, advocate change in a constructive manner and ability to see the bigger picture that can benefit from that change.
- Commitment to equality, diversity and inclusion at all levels, including advocating co-production.
- Commitment to a solutions-based approach
- Understanding or interest in homelessness in its wider sense, how different parts of the system relate to one another and how best to reach vulnerable communities.

***Desirable - Knowledge and Understanding:***

- Understanding of governance, regulatory requirements, and responsibilities of not-for-profit organisations, although training and support can be provided for first time board members.
- An understanding of working within, or with, local and national government agencies, in particular MHCLG.
- Delivering social impact through place-based and locally led approaches (e.g. place based approaches for reducing health inequalities)
- Safeguarding and duty of care in voluntary and community settings.
- A resident, or knowledge, of Milton Keynes.
- Working with underrepresented and disengaged people and communities
- Lived experience of homelessness in its widest sense.
- Experience of and knowledge in engaging communities in co-production

***Specialised Skills and Experience (at least one of the following):***

In addition to the general skills and experience the following areas will be prioritised for this round of recruitment.

**Homelessness:** Demonstrable experience in homelessness issues at a strategic level beyond statutory definitions, from street sleepers to hidden homeless. Your expertise may span across a variety of groups including, but not limited to, young people, disabled people, domestic abuse survivors, ex-offenders, people with NRPF or other groups at risk.

**Housing and Property:** Demonstrable expertise in the social/ private housing market or property investment, with an appetite for bridging the gap between the two.

**Finance:** Strong strategic finance background, formal accountancy qualification, as well as knowledge of financial legal requirements and good practice in either commercial or charity sectors.

**Business Development:** Demonstrable experience in one or more of the following:

- *Income Generation:* High level income generation, fundraising, bid writing knowledge and experience including multi-agency collaborative approaches
- *Business Planning:* Success in building and delivering a strong business plan; building income strategies and developing a commercial offer

**Someone who thinks outside of the box** and has one or more of these specialist skills:

- *Health Professional:* Strong background in public health and social care policy, health inequalities at national or local/community levels with a track record of delivering outcomes and change and best practice in delivering messages around public health and social policy.

- *Marketing and Communications:* Strategic level understanding and experience in Marcomms and audience engagement.
- *Membership Organisations:* Facilitating, leading or advising industry bodies, membership organisations and/or think tanks.
- *Public Affairs:* Including well-developed public policy experience and a background of successfully influencing government policy across a range of different areas. This should include extensive public affairs experience with good networks across government departments.
- *Charity law:* Professional legal experience with a focus or specialisation on charity law.
- *Digital Development:* Delivering and developing innovative IT solutions including app solutions

## Equality and Diversity

MKHP welcomes and encourages applications from people of all backgrounds. MKHP is committed to equal opportunities for individuals regardless of age, disability, sex, gender identity and gender expression, sexual orientation, pregnancy and maternity, race, religion or belief, marriage and civil partnerships.

MKHP particularly encourages applications from people from diverse ethnic and cultural backgrounds, disabled people, people from the LGBT+ community, as these groups are currently under-represented across the MKHP governance structures.

## Safeguarding

MKHP believes that no child, young person, or adult at risk should ever experience abuse of any kind. We all have a responsibility to promote the welfare, rights and safety of all children, young people, and adults at risk. As a result all Trustee Board members, undergo DBS checks, disclosure of criminal records where necessary and eligibility to work in the UK. All checks can be undertaken utilising a sensitive applications route.

## GDPR

Protecting your personal data is of the upmost importance. MKHP will be the processor and controller of any data you provide through this application process, in compliance with the Data Protection Act 2018. Our privacy policy explains how we collect, use and process data and personal information in compliance with data protection principles and data protection legislation. If you have any questions about the use and storage of your data collected through this application process, please get in touch with us.

## How to apply

To apply, please send your CV and a covering letter (no more than 2 pages of A4) outlining how you meet the person specification and your motivation for applying. Please make clear which specialist skill(s) you believe you will be able to contribute. Please send your application to [recruitment@mkhp.co.uk](mailto:recruitment@mkhp.co.uk).

We will be asking applicants to complete a voluntary diversity monitoring form. This is not part of the assessment process, but is to help MKHP monitor the equity of our team. Data will be removed before short-listing.

If you require support to fill out your application, have specific access needs or would like to complete your application in an alternative format, please email [recruitment@mkhp.co.uk](mailto:recruitment@mkhp.co.uk) or phone 01908 382368 as soon as possible.

For an informal conversation about the Board of Trustees and the roles available, please contact our Chief Executive, Tracey McCullen, on [tracey.mccullen@mkhp.co.uk](mailto:tracey.mccullen@mkhp.co.uk) or 01908 382368.

Applications close at noon on **Monday 25<sup>th</sup> October 2021**.

Interviews will be held via zoom on Monday 8<sup>th</sup> and Tuesday 9<sup>th</sup> November 2021.

New appointments to the MKHP Board of Trustees are anticipated to be made in December 2021.

**Milton Keynes Homelessness Partnership**

The Ridgeway Centre, Featherstone Road, Wolverton Mill South, Milton Keynes, MK12 5TH

Registered Charity 1181232

[www.mkhp.co.uk](http://www.mkhp.co.uk)