

|  | **Board Vacancy** |  |
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|  | Trustee, and Chair of the Risk and Audit Committee |  |
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|  | Closing date: 12pm, 29th October 2025 |  |

Enquiries  
[www.chcymru.org.uk](http://www.chcymru.org.uk)  
[recruitment@chcymru.org.uk](mailto:recruitment@chcymru.org.uk)

Registered under the Companies Act: 1985  
Registration Number: 2380564  
Charity Registration Number: 1128527

## About CHC

### Community Housing Cymru is the voice of housing associations in Wales.

Community Housing Cymru (CHC) is the membership body for not-for-profit housing associations and community mutuals in Wales. We represent 30 non-profit organisations who provide social housing and related services across the country. Our members house over 10% of the Welsh population and are committed to delivering high-quality affordable homes, tackling poverty, and improving lives.

Learn more about us [here](https://chcymru.org.uk/about-us/about-chc).

## Our values

### As an organisation we are committed to being an outstanding employer.

Community Housing Cymru is a remote working organisation, giving staff the freedom to perform their jobs when and where they work best on a day to day basis.

We get together as a staff team or in smaller groups at least once every six weeks, usually in Cardiff, to maintain all important connections.

Our culture and values are important to us, and we are proud to have a staff team that is not only dedicated to our mission but passionate about the work needed to progress. Our values reflect [this](https://chcymru.org.uk/about-us/edi-strategy).

## About the role

## Do you … Think differently? Think creatively? Think about the future?

## Want to make a difference? JOIN OUR BOARD!

We are looking for a new Board member with financial expertise to chair our Risk and Audit Committee to lead in providing rigorous oversight of risk and financial controls, ensuring the charity operates with integrity and in full compliance with regulatory requirements.

The Risk & Audit committee is a key component of CHC’s governance arrangements. It provides an independent and high-level focus on the audit, assurance and reporting arrangements that underpin good governance and financial standards.

**Commitments**

* **Meetings:** There are a minimum of four risk and audit committee meetings a year with each meeting lasting up to two hours. Additional meetings may be arranged as necessary.
* **Preparation:** The role involves understanding and dissecting papers, this preparation is expected to take around half a day.
* **Involvement:** We are looking for someone who is eager to probe, ask questions and be very much involved. It’s hard to specify a set number of days for the role, but we need someone who is committed to making a meaningful impact.

## Person Specification (unremunerated)

* Senior leadership level experience, and/or prior service as Chair or member of an Audit Committee.
* Strong business acumen, with a sound understanding and background in audit and finance. A relevant financial qualification is desirable.
* Working knowledge of the Audit Committee’s role, internal and external audit processes, audit practice, and risk management frameworks.
* The Chair should have experience in audit and assurance processes, including both internal and external audits.
* Strong leadership skills are necessary along with the ability to chair meetings impartially, effectively, and inclusively.
* The ability to think strategically and provide independent challenge. This includes leading discussions on risk, financial management and [governance](http://governance.yy)

## Period of appointment

The term will run for 3 years with an opportunity to stand for a further 3 years.

## Expenses

Board members are entitled to claim reimbursement of travel and other costs directly related to board activities.

## How to apply

CHC are dedicated to fostering an inclusive and diverse work environment. We acknowledge the unique contribution that all potential candidates can bring in terms of their education, experiences, opinions, culture, ethnicity, race, gender, nationality, age, religion, disability, sexual orientation and beliefs. Our recruitment processes are designed to be accessible and barrier-free, encouraging all applicants to apply with confidence.

1. **Submission form**, which you will need to complete outlining in no more than 1000 words how you meet the experience criteria set out in the ‘what are we looking for’ part of the job specification and why you want this job.
2. **You MUST also include a short CV** in relation to your application for this role (max of three pages).
3. **Equal opportunities form.** This form will not be used at any stage of the recruitment process, and will be separated from your application form immediately on its receipt. Any information given on this form will remain confidential and will only be used for monitoring purposes to assess the effectiveness of our equal opportunities policy.

If you want to have an informal chat about the vacancy, please contact

**Stuart Ropke, Chief Executive**, on **07590 034 071** or email [stuart-ropke@chcymru.org.uk](mailto:stuart-ropke@chcymru.org.uk)

Or

**Gerraint Oakley** via [jane-shorrock@chcymru.org.uk](mailto:jane-shorrock@chcymru.org.uk)

The completed form, CV and equal opportunities form must be emailed and marked **Private and Confidential – Trustee, and Chair of the Risk and Audit Committee** to [recruitment@chcymru.org.uk](mailto:recruitment@chcymru.org.uk) by 12pm, 29th October 2025.

All forms will be held for six months in line with best practice to ensure we are able to give feedback to unsuccessful candidates and to support the organisation if a claim was brought against it. We look forward to receiving your completed submission.

* **Shortlisting will happen on 30th October 2025.**
* **Interviews will be held on 14th November 2025.** In person and virtual interview options will be available.

The recruitment Board is made up as follows:

Gerraint Oakley, Chair of CHC Board

Plus 2 CHC Board members TBC

Supported by Stuart Ropke CEO, Community Housing Cymru

Supported by Jane Shorrock, Head of Finance & Governance, Community Housing Cymru

A recommendation will then be made to the full Board to approve the appointment prior to our AGM on 19th November.

Once approved by the Board, members will formally approve the appointment at our AGM.

Once approved, the successful appointee will have full voting rights as a Board member and their attendance will contribute to the quorate of a meeting.

Please note, you cannot apply for this vacancy if a current member of the CHC Board is from your organisation. Namely:

Monmouthshire Housing Bron Afon

Merthyr Valleys Homes Clwyd Alyn

Aelwyd Housing Adra Housing Association

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### Community Housing Cymru is committed to equality, and values diversity.

Please note that CVs will only be reviewed ahead of an interview and will not be considered as part of an initial shortlisting process. However, should a large number of applications be received, CVs may be used to assist in shortlisting candidates to the interview stage. Key personal information such as name, age, educational institutions, etc., will be removed beforehand.

Key personal information contained within personal statements will also be removed before they are considered for initial shortlisting. We would be grateful if candidates could avoid including these in the first instance.

Applications are particularly welcome from disabled people and black and ethnic minority people. We guarantee to interview these applicants who meet the minimum criteria for the role.

We want you to have every opportunity to demonstrate your skills, ability and potential. Please contact us if you require any assistance or reasonable adjustments to the application process.