

Lightmoor Village Estate Management Committee Elected Resident Member

Role Profile & Person Specification

1. Role specification

1.1 Governance duties and responsibilities

- Members of the Lightmoor Village Estate Management Committee will work together to oversee Stewardship activities in Bournville Village Trust's (BVT's) Lightmoor Village community.
- Uphold BVT's strategic mission, values, aims and policies to fulfil governance duties, acting within the Terms of Reference for the committee which sets out the role and remit of the committee.
- Ensure the committee complies with statutory and regulatory requirements including the Regulatory Frameworks within which BVT operates.
- Ensure the committee complies with the adopted Code of Governance, Code of Conduct, Standing Orders and Financial Regulations and any organisational policies.
- Establish a culture that is positive, focused on the needs of current and future Lightmoor Village residents, other customers, and key stakeholders, and embeds equality, equity, diversity and inclusion.
- Members of the Lightmoor Village Management Committee must never let personal interests, views or prejudices affect your conduct as a committee member.
- Members must always act in the best interests of BVT as a charity and the community the committee serves.
- Members must contribute to and share responsibility for the decisions of the Committee.

2. Person specification

2.1 Eligibility criteria

To be able to join the committee, members must:

- Live in a Lightmoor Village household that pays the community charge in any tenure, for example, being a tenant, homeowner, leaseholder or living with relatives
- Be at least 18 years old
- Have only one member of a household as a committee member at any one time, for example, no couples or siblings from the same household can serve on the committee together.
- Not be in breach of your TP1 e.g unauthorised property alterations, non-payment of Stewardship Charge

2.2 Skills and experience

Committee members should have lived experience and knowledge of the Lightmoor Village community.

There are also many other skills and experiences gained from personal, voluntary or paid roles that can be valuable for a committee member role.

Learning and development opportunities will be available for committee members to support them in their role.

2.3 Competencies and behaviours

The way committee members conduct themselves and interact with others has a significant impact on the performance of the committee and on the performance of services delivered in the Lightmoor Village community.

Committee members must believe in and demonstrate BVT's values of fairness, integrity, partnership, quality and innovation.

Committee members must also demonstrate positive indicators in the following competencies:

- **Leadership** - Role-modelling BVT's desired culture, values and behaviours, champions equality and diversity, demonstrates high standards of ethics and integrity.
- **Team working and communicating effectively** - Actively contributes to the effectiveness of the committee, actively listens to and recognises the strengths and contributions of others.
- **Influencing and constructively challenging** - Works collaboratively to reach consensus decisions, respects and supports collective decisions made by the committee.
- **Analysing and scrutinising** - Actively seeks facts, data (including the voice of customers) and information necessary to make decisions and ensure performance is monitored.
- **Directing strategy** - Actively contributes to prioritising and monitoring delivery of strategic objectives, is able to take a broad overview, brings knowledge of environmental scanning into debate and is aware of trends and developments both internally and externally.
- **Customer and community focus** - Demonstrates a clear customer perspective and an ability to understand and articulate customers' needs, overseeing the implementation of strategies, policies and procedures designed to best meet those needs, champions the voice of customers and communities.
- **Self-management and development** - Demonstrates enthusiasm and commitment to their role, prepares in advance, regularly attends and participates fully in meetings,

participates fully in personal development reviews and committee effectiveness reviews, takes personal responsibility and encourages others to do the same.

- **Partnerships and relationships** - Is a strong ambassador for BVT and the Lightmoor Village Estate Management Committee, acting responsibly and appropriately when representing the committee at external events, builds and maintains constructive working relationships with other committee members, officers and stakeholders, develops networks to improve their knowledge and share best practice.