

Ritchie Court, Oxford - Chair Recruitment Pack

Introduction

Thank you for being willing to consider becoming Chair of the management board at Ritchie Court.

Contents of the Recruitment Pack

You will find in this pack the following items:

- Our advertisement of the recruitment
- A description of Ritchie Court
- The Position Description and Person Specification
- Application Details
- Our Equality and Diversity Monitoring Form

How to apply:

If you wish to show interest in this position, please read all documents carefully.

Then write us a typed and signed letter as outlined in the section "Application Details", to arrive by the closing date Friday 10 June 2022.

Completion of the Equality and Diversity Monitoring Form is voluntary. If you complete and return this form, it will not be considered as part of the recruitment process. The information you provide will stay confidential, and be stored securely with access limited to only those responsible.

Shortlisting and selection:

We expect to complete shortlisting in mid-June 2022, and to arrange interviews for shortlisted candidates before the end of June. You will be notified if you are shortlisted.

RITCHIE COURT, OXFORD – CHAIR OF THE BOARD

This is a voluntary unpaid position

Ritchie Court provides independent flats for older people in Oxford. It was founded in the 1970s and owns a large purpose-built property on the Banbury Road. The property has just over 40 units and Ritchie Court is always close to full. The residents must be independent and aged over 55 years; in fact most are in their 80s or 90s. They buy the leasehold of their own flat, which is either a studio or one or two bedrooms. Ritchie Court is not registered as sheltered housing or as a care home, although some residents may buy small amounts of personal care. It is run by the dedicated company Secure Retirement Co-Ownership Association Ltd (SRCA), which has non-profit status as a co-operative association; its directors include some residents and some co-opted non-residents, and its annual income is more than £400k. The website is www.ritchiecourt.com

SRCA is responsible for its own sales to potential residents, and also housing management, property maintenance and refurbishment, and the wellbeing of residents. The board employs a manager to be responsible for most aspects of Ritchie Court's operations, leading a staff of 14 people which includes on-site day and overnight wardens, restaurant staff and housekeepers. Another senior employee is the secretary to the board of directors who is also the finance administrator. There are self-employed contractors for catering, maintenance and care of the grounds.

We wish to co-opt a voluntary unpaid Chair to lead the work of the management board of SRCA. This person will chair the meetings of the board and attend meetings of the finance & building committee. These meetings are all bi-monthly and held in Monday-Friday daytime. The Chair will also supervise two senior staff. A time commitment of three hours per week is envisaged.

Mature thinking, leadership and the ability to relate sensitively to older people are essential. We expect that the successful candidate will have had senior and board level experience of leading an organisation involving staff management, administration, and property management. This position requires eligibility to live in the UK. The work cannot be done remotely; our meetings are held in person, not on screen. The Chair must live close to north Oxford and be able to communicate by email and phone as well as in person.

We believe that this opportunity could well suit a senior or recently retired person with appropriate experience, who wishes to use their skills to serve a non-profit organisation in the Oxford community.

For a recruitment pack and application details please click on the recruitment link in our website www.ritchiecourt.com

CVs not accompanied by an application letter, or approaches by agencies, will not be accepted.

Closing date: Friday 10 June 2022

Interviews: before the end of June 2022

RITCHIE COURT, OXFORD – DESCRIPTION

Ritchie Court provides independent accommodation for older people in Oxford. It was founded in the 1970s by the Oxford University professor Ritchie Russell and owns a large purpose-built property on the Banbury Road. The property has just over 40 flats and Ritchie Court is always close to full. The residents must be independent and aged over 55 years; in fact most are in their 80s or 90s. They buy the leasehold of their own flat, which is either a studio or one or two bedrooms; when they leave, they must sell the leasehold back to us. Ritchie Court is not registered as sheltered housing or as a care home, although some residents may buy small amounts of personal care.

Many new residents learned about Ritchie Court from personal recommendations in the Oxford university and social community. Paid advertising is hardly ever needed. There is an informative website at www.ritchiecourt.com The residents appreciate the reasonable service charges, welcoming atmosphere and friendly environment. The restaurant provides a lunch each weekday, using external caterers. There are frequent social activities.

Our former manager has left our service after seven years and our new manager is Mr Barry Coote, who joins us now after 16 years as home bursar of Wolfson College, Oxford University. He will be responsible for most aspects of Ritchie Court's operations, leading a staff of 14 people which includes on-site day and overnight wardens, restaurant staff and housekeepers, and also self-employed contractors for catering, maintenance and care of the grounds. One colleague is the secretary to the board of directors who reports to the board and is also finance administrator.

Ritchie Court is run by the dedicated company Secure Retirement Co-Ownership Association Ltd (SRCA), which has non-profit status as a co-operative society regulated by the Financial Conduct Authority (FCA). It does not have charitable status. The liability is limited by £1 shares; each resident is a shareholder. The annual income of the limited company is more than £400,000, and the auditors are Wenn Townsend of Oxford. The financial year begins on 1 January and the AGM is normally held in June. The published company accounts can be viewed on the FCA website under Mutuals, reference IP19886.

The limited company SRCA is supervised by a board of up to ten unpaid residents (being also company directors in the legal sense), who are responsible for its overall strategy. They are led by external co-opted members drawn from the Oxford community. Two of these have been the board chair Mr Andrew Leadbitter, formerly a solicitor at law firm Blake Morgan, and the finance and buildings committee chair Mr Michael Sauvage, formerly bursar at Wadham College. A third is Mary, Lady Tovey, who is a trustee of a mental health charity. Other committees and working groups cover social and other activities. Board meetings are held bi-monthly.

Chair of the Board, Ritchie Court
Position Description and Person Specification

Position Description

Purpose of the position

To lead the Board of management of Secure Retirement Co-Ownership Association and ensure the smooth running of operations in Ritchie Court

Principal Duties

- understand and comply with the Rules of the Association
- chair Board meetings (typically eight per year) and General Meetings - normally an AGM in April and a Special GM in November. Prepare for these meetings by reading documentation prepared by the Secretary to the Board and discussing issues with the vice-Chairs and with the Manager. Ensure that any action is taken on Board decisions. Help to ensure that new Board members are made familiar with their responsibilities
- attend meetings of the Finance and Buildings Committee (typically eight per year)
- supervise the two senior staff members - the Manager and the Secretary to the Board. After agreement on the annual budget, inform them of salary increases
- represent the Association officially when necessary, and deal with communications addressed to the Chair
- be available to hear confidentially the concerns of residents and refer any issues to the Board or to the Manager as appropriate
- act as senior responsible person in cases of grievance or disciplinary matters. Liaise with professional advisers as appropriate

Person Specification

Education and Qualifications: University degree, senior professional qualification

Necessary or Desirable Experience and Attributes:

Board level experience in a well-managed organisation. Knowledge of company management at a senior level and the legal context in operations, property and personnel matters. Personal integrity and good reputation. Excellent written and verbal communication.

Sensitivity to the wellbeing of older people in a residential environment. Familiarity with the Oxford academic and social environment.

Application Details

Application for Chair, Ritchie Court

We do not use an application form for this position.

Please write us a typed and signed letter. Send it with your own personal Curriculum Vitae, as email pdf attachments to ritcourmanapp@icloud.com or by post to

James Heywood, Director SRCA Ritchie Court, 380 Banbury Road, Oxford OX2 7PW

to arrive by the closing date Friday 10 June 2022.

We ask you to include the following information:

Your personal details: Name, Address and Postcode, Phone, Email

Education and Qualifications: full details

Employment history - current, most recent, and relevant former employers: including name, address, your job title, length of your service

Clarifications: please tell us how you learned of this opportunity, and whether you are a friend or relative of any resident or employee or board member here

Supporting statement: please tell us why you applied for this position and why you think you are the best person for us.

Also say when could you start with us, and whether you have the right to reside in the UK.

References: please give the names and contact details of two people whom we can ask to give a reference about you. They should not be family members; one should be a current or recent employer. We may ask them before an offer is made. We will not ask a current employer until we get your permission.

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Notes:

Completion of the Equality and Diversity Monitoring Form is voluntary. If you complete and return this form, it will not be considered as part of the recruitment process. The information you provide will stay confidential, and be stored securely with access limited to only those responsible.

Shortlisting and selection:

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Equality and diversity monitoring form

Ritchie Court wants to make sure that it is not discriminating under the Equality Act 2010, and that it is building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary. The form itself is based on a template provided by ACAS - the national Advisory, Conciliation and Arbitration Service. The information provided will be kept confidential and will be used for monitoring purposes.

If you have any questions about the form contact ritcourmanapp@icloud.com

Please return the completed form to ritcourmanapp@icloud.com

Gender Male Female Intersex Non-binary Prefer not to say

If you prefer to use your own gender identity, please write in:

Is the gender you identify with the same as your gender registered at birth?

Yes No Prefer not to say

Age 16-24 25-29 30-34 35-39 40-44 45-49 50-54
 55-59 60-64 65+ Prefer not to say

What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

Asian or Asian British

Indian Pakistani Bangladeshi Chinese Prefer not to say

Any other Asian background, please write in:

Black, African, Caribbean or Black British

African Caribbean Prefer not to say

Any other Black, African or Caribbean background, please write in:

Mixed or Multiple ethnic groups

White and Black Caribbean White and Black African White and Asian Prefer not to say Any other Mixed or Multiple ethnic background, please write in:

White

English Welsh Scottish Northern Irish Irish
British Gypsy or Irish Traveller Prefer not to say

Any other White background, please write in:

Other ethnic group

Arab Prefer not to say Any other ethnic group, please write in:

Do you consider yourself to have a disability or health condition?

Yes No Prefer not to say

What is the effect or impact of your disability or health condition on your work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

What is your sexual orientation?

Heterosexual Gay Lesbian Bisexual Asexual Pansexual
Undecided Prefer not to say

If you prefer to use your own identity, please write in:

What is your religion or belief?

No religion or belief Buddhist Christian Hindu Jewish
Muslim Sikh Prefer not to say If other religion or belief, please write in:

What is your working pattern?

Full-time Part-time Prefer not to say

What is your flexible working arrangement?

None Flexi-time Staggered hours Term-time hours
Annualised hours Job-share Flexible shifts Compressed hours
Homeworking Prefer not to say If other, please write in:

Do you have caring responsibilities? If yes, please tick all that apply

None
Primary carer of a child/children (under 18)
Primary carer of disabled child/children
Primary carer of disabled adult (18 and over)
Primary carer of older person
Secondary carer (another person carries out the main caring role)
Prefer not to say