



RUTHERGLEN & CAMBUSLANG HOUSING ASSOCIATION

Chief Executive Officer Recruitment Pack

Thank you for your interest in the position of Chief Executive Officer with the Association.

This recruitment pack is intended to give you all the information and guidance you will need to make the best of your application.

Please note – the closing date for application is 12 noon on Friday 2nd May 2025 and we will not accept any form submitted after that time.

ABOUT THE ASSOCIATION

Rutherglen and Cambuslang Housing Association is a Registered Social Landlord operating in the Rutherglen and Cambuslang areas. It is a not-for-profit charity registered with the Office of Scottish Charity Regulator (OSCR) and operates under the 2020 Charitable Model Rules.

As of 1st April 2024 it;

- Owns and manages 873 rented properties and 8 shared owners
- Leases 4 residential care homes
- Rents 3 commercial units
- Provides a range of factoring services to 937 owner occupiers and commercial units
- Manages the Aspire Business Centre
- Through its non-registered subsidiary, the Aspire Community Development Company, implements its wider role and community regeneration projects – currently only the Caledonian Centre in Cambuslang

The Board of Management

The Association's Rules allow for a maximum of 15 members on the Management Committee and as of 1st April 2025 there are 12 elected members.

The governance structure is attached.

Staff

The Association currently employs 17 members of staff to deliver the full range of housing repair and tenancy and community support services.

The staff structure is attached.

Financial support services are provided by FMD Financial Services Ltd.

Our Purpose

The Vision

Providing a home, not just a house.

Our Mission

To deliver high quality, affordable housing and services with care and expertise which empowers our customers and meets their needs

Our Values

Our values are the fundamental principles which will guide how the Association operates and will shape and influence the organisation's culture and the required

behaviours of staff and committee members. New values have been developed by the Board and staff as part of the review of the Business Plan and these are currently out for tenant consultation.

Our current values are;

- **Make a difference** – In all our activities we will strive to achieve a positive impact for our service users and our communities
- **Compassion and empathy** – We will treat everyone with consideration, dignity and compassion and will be empathetic and non-judgemental
- **Fairness** – We are committed to treating everyone fairly and equally and to respect and celebrate our differences
- **Teamwork** – We aim to work as one team that includes staff, committee, service users and stakeholders to achieve the best possible outcomes
- **Putting customers first** – We will endeavour to always put our customers first by delivering responsive high-quality services that focus on individual and collective needs

Strategic Objectives 2025 - 2028

As part of the review of the Business Planning process the Management team including Senior Officers and Committee members met to identify the Association's Strategic Objectives for the next 3 years from 2025/2026 – 2027/2028.

In setting these, the team took into consideration the Association's:

- Reviewed Vision, Mission and Values
- Internal and external environments it works within
- Regulatory and statutory requirements and obligations
- Future challenges and risks
- Commitment to be more than just a landlord
- Areas of strength as well as its weakness
- Future financial stability

Arising from these, 5 strategic objectives were identified:

Objective 1 - Proactively seek out and maximise opportunities to enhance the provision of high-quality homes and neighbourhoods

Objective 2 - Expand our presence and activities to grow our community regeneration and actively engage with our customers and communities to meet local needs and aspirations

Objective 3 - Value and develop all our people and celebrate success

Objective 4 - Continue to deliver robust financial and governance outcomes

Objective 5 - Contribute to meeting the goals of the green agenda/ net zero

Assurances

Assurance Statement

The Association is required to submit an Annual Assurance Statement to the Scottish Housing Regulator no later than October.

The statement is a declaration by the Management Committee that it has received sufficient assurance to satisfy members that the Association is complying with its regulatory requirements and standards. Where these are not being met, the statement will declare those areas of non-compliance and proposals to make improvements.

The statement is made publicly available via the Association's website and newsletters. It is also available on the Scottish Housing Regulator's website at <https://www.housingregulator.gov.scot/landlord-performance/landlords/rutherglen-and-cambuslang-housing-association-ltd>

Engagement Plan

The Association is currently assessed as:

Compliant

The RSL meets regulatory requirements, including the Standards of Governance and Financial Management.

The Engagement Plan is available on the Scottish Housing Regulator's website at <https://www.housingregulator.gov.scot/landlord-performance/landlords/rutherglen-and-cambuslang-housing-association-ltd>

SALARY & BENEFITS

Grade 10

Points SM21 to SM23

£86,748 to £90,095

25 days annual leave + 14 days annual leave

SHAPS defined contribution pension

Opportunity for Homeworking

THE APPLICATION PROCESS

To apply for the position of Chief Executive Officer, please send your CV and supporting statement to Sarah Gracie at sarah.gracie@edenscott.com by the closing date.

Your Skills, Knowledge & Experience

The content and quality of your application reflects your professionalism and commitment to securing the post and working with Rutherglen and Cambuslang Housing Association.

The selection panel will assess your application against the essential and desirable criteria given the person specification and will only consider the information you give in your CV and supporting statement.

The selection panel will not make assumptions from job titles about your experience, skills and knowledge. Nor is it enough to simply state that you meet the requirements – you must demonstrate this.

It is therefore extremely important that you explain how you meet the requirements of the post. This may be by reference to previous paid work, relevant voluntary activities or life experiences and skills.

If you are selected for interview the panel will wish to explore further how you meet the criteria and further discuss the information you give in your application.

Declaration of Interest

Please make sure you declare if you are related to any member of the Association's staff or committee and/or consultants, contractors or suppliers that work with the Association. A relationship will not necessarily affect your application but must be declared.

Equalities Monitoring Form

As part of the recruitment process, we collect equality information to help ensure we meet our legal and regulatory obligations. The information collected also helps us to:

- Protect and promote your rights and interests
- Promote equality across the recruitment process and activities
- Identify and eliminate any form of discrimination
- Ensure the process is transparent, fair and equitable

You do not have to answer all or any of the questions and if you decide not to give the information, this will in no way influence the assessment of your application. If you do complete the form, it will be separated immediately from your application and will not form part of the assessment process.

We process the information collected in line with data protection laws and good practice and will:

- Treat your equality data in the strictest confidence
- Restrict access to your data to relevant staff members only
- Retain the information only so long as necessary
- Only share your data as legally permitted
- Destroy the data securely

More information on how we manage and process your data is given in the Fair Processing Notice leaflet included with this pack.

Returning the Form

You can return your completed application and equal opportunities monitoring forms by post to the Association's offices or directly by email.

If you are mailing your forms, please ensure that you pay the correct postage and that you make sure you leave sufficient time for them to be received by the closing date.

If you return your form by email, you will be asked to sign a copy if you are invited for interview.

Completed forms should be;

- Emailed to and cc'd to
- Posted to Rutherglen & Cambuslang Housing Association, 16 Farmloan Road, Rutherglen, Glasgow, G73 1DL

Interview

If you are invited to attend an interview, you will be advised in the invite who will be on the interview panel and the format of the interview.

You should bring with you:

- Proof of any relevant qualifications (please **do not** include these with your application)
- Proof of identity (e.g., passport)
- Your driving licence

Offer of Employment

Any offer of employment will initially be provisional pending receipt of satisfactory references and checks.

Target Dates

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| Closing Date for CVs & Supporting Statements | 12 noon on Friday 2 nd May 2025 |
| Interviews | w/c 19 th May 2025 |