



**Independent member
of our Finance, Audit &
Risk Committee**

Recruitment

July/August 2022

**"I THOUGHT MY SIGHT WAS PERFECT,
UNTIL THE HOUSE OF ST BARNABAS
OPENED MY EYES TO A WORLD FULL
OF POSSIBILITIES."**

John Smallshaw, Graduate & Employee

**The House of
St Barnabas**

LONDON



Unique amongst members' clubs in London, House of St Barnabas is a social enterprise built on a mission to break the cycle of homelessness. We support people who have been affected by homelessness into lasting Good Work – that means work that has secure hours, opportunities to progress and is paid at London Living Wage. The pandemic has proved an extremely challenging time, particularly for those working in hospitality. Zero-hour contracts and inconsistent working hours have provided a precarious work situation that has resulted in increased levels of unemployment and homelessness among Londoners. There has never been a greater need for our work.

Over the next 12 months we are focused on supporting current and future graduates out of homelessness and into work, despite the economic outlook. We will prioritise partnerships with a wide range of employers and seek to convene and challenge the hospitality sector on prioritising good work within its recovery. This in turn will ensure that work enables our graduates to be lifted out of poverty - for good work to provide a secure safety net.

Although we have seen a significant reduction in our social enterprise income through 2020-21 as a result of successive lockdown closures, we emerge a more resilient and focused organisation. Over the last year we have taken our hospitality offer in-house and overhauled our membership processes and communications. In the years ahead our social business aims to diversify and engage our community, strengthen our membership and hospitality experience and grow our income back to pre-pandemic levels and beyond – all in order to increase our impact and influence.

We are recruiting an individual with experience at a senior level of financial leadership, audit/ governance and risk management. You will act as an independent non-executive, providing support and challenge to the Trustees on the Finance, Audit and Risk Committee to ensure best practice financial leadership, risk management and compliance.

We welcome applicants from a diversity of backgrounds, not only the hospitality sector - if you are strategic, commercially focused and motivated by our mission, we want to hear from you.

This is an exciting time for the House and this is a crucial role to help us drive our success. I hope that you will feel the same after reading this pack and be motivated to apply.

Jenny Watson, Chair

PEOPLE PURPOSE PROGRESS

OUR VISION

Our **vision** is of a future where lasting good work, a secure home and a supportive network are a reality for those affected by homelessness.

Our **mission** is to break the cycle of homelessness.

We **deliver** our mission through our Employment Academy, through which participants experience a holistic programme of long term support, helping them secure good work, a good home and a good network.

Underpinning our Employment Academy is our vibrant member's club based in our grade 1 listed building and our beautiful chapel, right in the heart of Soho. Our member's club further deepens our impact by:

- Providing a network for our participants of supportive mentors, employers and friends
- Offering a training ground for those returning to work through real-world work placements in hospitality and office-based roles
- Convening creative conversations across sectors and disciplines working to break the cycle of homelessness

We fund our work through the profit we make from membership and private hire, combined and matched with fundraising.

In order for our model to work, we aim to run an outstanding private members club; bringing together a diverse community of creative people who care about social change. We want them to experience high quality food and drink, a personalised service and an engaging offer of culture and events that entertain and enlighten.

Our **values** are to be Encouraging, Social, Creative and Inclusive.



OUR TRUSTEES

Rich Taunt – Deputy
Chair & Chair of
Events Ltd



Jenny Watson –
Chair of Trustees



Rachel Roxburgh –
Trustee



Mayuri Vachhani –
Trustee & Events Ltd
Director



Robi Sol Elsaway –
Trustee



Stephen Burns –
Trustee



Karen Everett –
Treasurer



Kate Swade –
Trustee



James Townsend –
Trustee & Events Ltd
Director



Esther Foreman –
Trustee





Our academy participants and graduates are at the heart of all we do. We support people affected by homelessness into lasting paid work.

The journey starts with our referral agencies understanding about our 12-week Employment Preparation Programme (integrated in to our social business) and continues with at least 12 months of mentoring and ongoing support from the Academy team, a mentor and our Employer Partners. We're building a network of hardworking talented individuals who are ready to thrive in work.

Skills training includes the opportunity to gain accredited City & Guilds qualifications in Hospitality or Business and Administration.

Frances' story, Employment Academy Graduate

"At the beginning, 12 weeks seemed like a long time to retrain for employment. I had so many thoughts going through my mind, most of which were negative. But despite this I was focused on getting back to work and to being able to do things for myself, to not having to worry everyday about whether I'd have enough travel fare or if I would be able to have a proper meal during the week. As depressing as everything felt in my life, I was determined to turn it around.

The Employment Preparation Programme gave me the courage to do that. It gave me the opportunity to erase all of the negativity that plagued me by giving me something to focus on daily and, by the time the end of the 12 weeks had arrived, I was ready.

I was ready to take on the world and, in the end, to own it.

The House of St Barnabas set up a job interview with my current employer and whilst they loved me during the interview, they decided to go with someone else for the position I had applied for. However, they wanted to offer me another position which they thought I would be perfect for, and the funny part is, it's a better position that what I had originally set my sights on.

I have never loved a hotel as much as I love this one, and for them to see something in me that made them offer me a placement above and beyond what I had thought myself capable of, was an amazing feeling.

Everything I had been through before in my life became a stumbling block that I had climbed over, and The House of St Barnabas helped me to do that. From having to take baby steps for the second time in my life to being able to run into my future with a clear focus, they were there. I cannot be more thankful for what The House of St Barnabas has done for me.

By giving me the opportunity to participate in the Employment Programme, they helped me get back to the Frances I used to be."

OUR IMPACT

ABOUT FARCO



The Charity's Board comprises nine Trustees of the incorporated charity, four of whom sit on our Finance, Audit & Risk Committee (FARCO). FARCO's responsibilities include:

Financial control and reporting

- Overseeing the development and recommending the annual budgets to the Board
- Ensuring effective oversight and review of financial performance including management accounts and cashflow and highlighting to the Board any areas for wider discussion and approval where required
- Reviewing and recommending adoption of the annual report and accounts to the Board
- Reviewing and adhering to an agreed delegation of authority specifying authority limits and sign off processes and procedures for all aspects of operational and capital expenditure

Audit

- Liaising with the external auditors of the charity as and when required
- Ensuring at least one annual meeting between the Treasurer and external auditor independent from the FD
- Developing an internal audit framework and mode of delivery

Risk

- Ensuring there is adequate insurance cover
- Overseeing the development of the risk management framework, policy and register for Board approval
- Ensuring effective oversight and review of the risk register and highlighting to the Board any areas for wider discussion where required

Governance and Compliance

- Reviewing governance arrangements on behalf of the Board and highlighting to the Board any areas for wider discussion where required
- Reviewing compliance with statutory reporting requirements on behalf of the Board (e.g. Health and Safety, Safeguarding, GDPR) and highlighting to the Board any areas for wider discussion where required

BOARD OF TRUSTEES

Nominations &
Remuneration
Committee

EVENTS LTD
Trading Subsidiary

Finance & Risk
Committee (FARCO)

Senior Leadership Team

HOMELESSNESS RISK FACTORS

With a passion for social change and breaking the cycle of homelessness, we are keen that our Board should reflect London's diversity, and welcome applications from as wide a range of candidates as possible.

We also know that homelessness and associated risk factors can impact anyone, and we welcome applications from candidates with experience of homelessness or any of the following risk factors:

- Inability to pay rent
- Mental ill health
- Drug or alcohol addiction
- Relationship breakdown leading to loss of home
- Close Bereavement
- Gambling addiction
- Job loss leading to 1 year or more of unemployment
- Persistent debt
- Offending history
- Trauma e.g. abuse, care history

SPECIFIC REQUIREMENTS – WHO WE ARE SEEKING

We are recruiting an independent member to join our Finance, Audit and Risk Committee (FARCO).

The right candidate will be able to demonstrate the following skills and experience and you should please address each of these in your application:

- Commitment to our mission and values
- Financial Leadership
- Governance & compliance
- Strategic risk management

We are committed to building a diverse and inclusive team and encourage applications from candidates who have experienced homelessness risk factors, candidates of colour and/or who identify as LGBTQ+.

This is an independent non-executive role providing support and challenge to the Trustees on the Finance, Audit and Risk Committee.

Commitment

- This is for an initial term of three years (with option of a second three-year term).
- There are four meetings per year, two hours each in length, plus occasional ad-hoc additional meetings if required.
- Meetings usually take place online, but may be held in person on occasion at the House of St Barnabas

Reward

- This is a voluntary unpaid role
- The postholder will be offered free membership of the House of St Barnabas in return for their service

In addition, you will have the opportunity to shape a vibrant social enterprise, work with a capable team of Trustees and staff and impact our mission to break the cycle of homelessness.

HOW TO APPLY

If interested in the role, please submit a CV and expression of interest to amy.fitzgibbons@hosb.org.uk by 9am on 25th August 2022.

We encourage applications from candidates who have experienced two or more of the homelessness risk factors on the previous page and invite you to specifically address this in your expression of interest and/or explain why you are motivated by our mission.

We also welcome applications from those who this is a first time Board or Committee appointment.

Interviews and tours of the building will take place on 8th September with our Treasurer and Chair of our Nominations Committee.

The successful candidates will be appointed in September 2022, to commence their term from November.

For details of our privacy and use of data policy please see <https://hosb.org.uk/privacy-policy>.



hosb.org.uk



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ENGAGE
ENCOURAGE
ENLIGHTEN

