

Chief Executive Officer, The Housing Forum



Accountable to: Chair of The Housing Forum and the Board of The Housing Forum.
Accountable for: Operations of The Housing Forum and currently five employees: Director of Policy and Public Affairs, Member Events Executive, Membership Manager, Corporate Services Executive and Executive Team Administrator.

Salary £121k per annum, plus salary sacrifice pension scheme with employer contribution

Key Accountabilities

The Housing Forum is the only cross-sector, industry-wide organisation that represents the entire housing supply chain. Its primary purpose is to encourage collaborative solutions that increase the supply and delivery of quality homes through partnership.

As the senior leader at The Housing Forum, the chief executive officer will foster a positive, inspiring, and collaborative work environment that empowers the team to actively work towards The Housing Forum's objectives. They will ensure that the organisation and its activities deliver value and ongoing benefit for members.

Objectives of the Chief Executive Officer

- Proactively communicate The Housing Forum's mission and vision to a broad audience, including wider stakeholders and through the media, promoting the organisation's role in driving quality and positive change in UK housing, while also protecting and strengthening its reputation as a trusted sector leader.
- Grow membership of The Housing Forum, through increasing relevance and value to new and existing member organisations.
- Collaborate with policymakers, members and other organisations to help drive positive change for the delivery of high quality new homes, maintenance and improvement of existing homes and addressing the climate emergency. Oversee the successful delivery of a high quality and engaging events programme.
- Successfully meet key performance indicators, within budgets.
- Create a positive company culture through strong, inspirational leadership.

Responsibilities of the Chief Executive Officer

- Be the key representative of The Housing Forum in communicating important decisions to the management board, main board and members.

- Ensure good governance is maintained at main and management board level, including but not limited to maintaining strong working relationships with the Chair and Deputy Chairs.
- Make strategic and financial decisions that support The Housing Forum's objectives.
- Support the delivery of the existing equality, diversity and inclusion objectives set by The Housing Forum Board and work with them to evolve and improve them over time, helping to ensure that a broad range of voices and perspectives are heard in discussions and ongoing work.
- Monitor budgets, resources, key performance indicators and procedures, supported by the management board.
- Develop, execute, and assess strategies that will maintain and grow membership
- Collaborate with the main board members and Director of Policy and Public Affairs to identify key issues in the housing sector and solutions that The Housing Forum can share.
- Represent and promote The Housing Forum nationally with policy makers, professional bodies and current and prospective member organisations, including through Chairing events and leading and supporting working groups.
- Manage the sponsorship programme, working with the Membership Manager to identify sponsors for events.
- With support from the Corporate Affairs Executive and an external accountant, manage the income and expenditure budget.
- Oversee the successful delivery of the events programme, working with colleagues and members to identify topics and speakers and ensuring that speakers are briefed and supported.
- Adjust important procedures and policies by collaborating with the management board and assessing current industry trends
- Oversee all Human Resources elements for The Housing Forum employees and support the training and development of the team.
- Work with the Membership Manager to meet with all members on an annual basis and meet with prospective new members.
- Carry out quality assurance of written outputs produced by colleagues for wider publication.

Required skills and experience

- Expert understanding of the housing sector in England.
- Outstanding at relationship building and stakeholder engagement

- Strong knowledge of running a business and the operation of a membership organisation or equivalent, including financial management and working with auditors.
- Proven success as a senior executive managing a team and reporting to a board of directors.
- Familiarity with regulatory compliance.
- Excellent communication skills.
- Ability to thrive under pressure and generate innovative solutions to presenting issues.

Desirable skills and qualifications

- Experience of successfully overseeing marketing and events management functions
- Project management skills
- Experience of working for one or more organisations involved in the housing supply chain
- Experience of influencing/overseeing policy-making.
- Experience of working for a membership organisation
- Experience of working for or managing a small organisation
- High quality and extensive networks across the housing sector