

ORCHARD HOUSING SOCIETY HONORARY TREASURER AND SECRETARY AND ORDNINARY MEMBERS NEEDED

At the heart of Hampstead Garden Suburb in NW11 lies The Society, a sheltered housing scheme which has its roots in the foundation of the Suburb.

The Society is an exempt charity, not for profit, regulated by the Regulator for Social Housing providing rented accommodation for Suburb residents or those with a Suburb connection over the age of 60 in need of supported housing.

Two full and one part time members of staff support the voluntary committee, and we are currently seeking to recruit a Treasurer and a Secretary. Our current secretary has served the maximum term in office.

In a Treasurer we are looking for an accountant or someone experienced in handling the accounts of a small organisation.

A well organised person experienced in committee work with good people skills is required to act as Secretary supporting the Chair in ensuring the smooth running of the Management Committee.

An understanding of the legal framework of social housing would be helpful for these roles but training can be available.

In addition to these specific posts, we would also like to hear from people with good all-round management experience, property/housing management or legal skills and we would welcome applicants who have experience of working with the elderly or in social care to join our committee.

All applicants must be able to commit to a minimum of 12 hours participation a month. Management Committee meetings are held in the early evening and there are daytime meetings every 6 weeks and hands on activity such as interviewing of prospective and existing tenants.

Although these roles are unremunerated you would be playing an important role in helping to provide a high-quality housing service to older people within our community.

WE HOPE TO HEAR FROM YOU AS SOON AS POSSIBLE