

01 Generation Rent trustee advert

Generation Rent (the trading name for the National Private Tenants Organisation) is a small not-for-profit campaigning organisation with big ambitions.

We are looking for five new trustees to join our board to urgently help us build a more sustainable organisation. We are especially interested in hearing from candidates who have skills and experience in movement building, law, governance, fundraising and income generation. We welcome applications from people who are private renters themselves.

We have a highly effective staff team of two, and punch above our weight in political and media-led campaigns. We helped secure the major success of the government banning letting agent fees, and we've been central to building political support for private renters at local, regional and national levels.

Our work building a movement of private renters has never been more important. We believe that private renters coming together as a force for change is critical to better rights and protection for the 11 million people who are most likely to live in insecure, unaffordable, poor quality homes.

Our priorities

- **Sustainable finances:** We have been successful in attracting trust and foundation grants to support both our core costs (historically) and specific campaigning projects. More recently we have struggled to fund our core costs and we have already taken action to reduce our liabilities. The organisation's immediate priority is re-building our core finances, as well as building a more sustainable fundraising model.
- **Movement building:** we have been successful in organising private renters in a number of locations across the country, but this work has been resource-intensive and relied on specific funding. We want to organise private renters more sustainably across more of the country. There are a number of promising opportunities for Generation Rent to play a lead role in building a bigger, more

sustainable movement of private renters in the coming years, and we're especially keen to explore the development of a renters' union.

- **Governance:** In the last three years the board has led the organisation through formation and profile-building as Generation Rent, campaigning in the build-up to the 2015 General Election, managing a significant setback to the organisation's finances, a successful crowdfunding campaign, and the transition between Directors, while developing the policies and practices the organisation needs. The board now needs new members to plug gaps in our skills and bring new energy and ideas - particularly regarding movement building, fundraising (trusts and major donors) and business development.

Our current position requires the board to be hands-on to support the small staff team, particularly on immediate fundraising efforts. We have effective online software for collaborating as trustees and with the staff team.

We aim to hold four board meetings a year, of which one is an Annual General Meeting. We aim to hold meetings mid-afternoon to minimise disruption.

This role is voluntary, and reasonable travel and accommodation expenses are covered while undertaking trustee duties.

Referring to the advert and role description, please send a CV and covering letter of no more than two sides of A4 detailing your motivation for joining the Generation Rent board and the skills and experience you would bring to the role as outlined in the job description below to robbie.desantos@gmail.com - by 2.30pm on 13th January. Interviews will be held in London on 19th January.

02 Trustee Role Description

Generation Rent is the trading name for the National Private Tenants Organisation Ltd. Our trustee role description refers to the name National Private Tenants Organisation, as our trustees are directors of that limited company.

Vision

Our vision is of professionally managed, secure, decent and affordable private rented homes making a full contribution to sustainable communities.

Our values:

- We are passionate about making a positive contribution to improving life for those in the private rented sector, recognising that high housing costs and poor conditions impact on the health of tenants and increase inequality
- Everything we do is tested against how it will help those living in the private rented sector, particularly those who are most vulnerable
- We use resources wisely to achieve our goals
- We will operate with integrity and honesty and deal with people respectfully
- We will be a great place to work because our staff are vital to the success of the organisation

Position

The Board supports the work of Generation Rent and provides mission-based leadership and strategic governance. While day-to-day operations are led by the National Private Tenants Organisation's Director, the Board-Director relationship is a partnership, and the appropriate involvement of the Board is both critical and expected.

All trustees must accept ultimate responsibility for the way the organisation is directed and run in meeting its purposes. In this context trustees should:

- accept ultimate responsibility for the way the organisation is directed and run in meeting its purposes, setting and maintaining a framework of delegation and internal control.
- be alert to those matters that cannot be delegated to individual trustees or others
- act at all times in the best interests of the organisation and its beneficiaries
- ensure the solvency and financial strength of the organisation
- safeguard the organisation's assets and use them only in furtherance of its purposes
- take a considered, proportionate and balanced approach to risk management
- act reasonably in their decision making and leadership of the organisation

- recognise and respect that all trustees are equally responsible in law for the board's decisions
- comply with all relevant legislation and regulation applicable to the organisation and the activities it undertakes and make appropriate public statements to confirm that this is the case
- comply with relevant provisions in the governing document and relevant law concerning the exercise of powers of delegation by the board
- act prudently to protect the reputation, assets and property of the organisation; ensuring that the organisation's assets and property are used only to deliver its stated objects and aims.

Other trustee responsibilities include:

Leadership, governance and oversight

- Serving as a trusted advisor to the Director as s/he develops and implements our business plan
- Reviewing achievement of outcomes and other measures created by the National Private Tenants Organisation for evaluating its impact, and regularly measuring its performance and effectiveness using these measures; reviewing agenda and supporting materials prior to board and committee meetings
- Approving the National Private Tenants Organisation's annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities
- Contributing to an annual performance evaluation of the Director and to periodic reviews of the Board's effectiveness
- Assisting the Director and Board chair in identifying and recruiting other trustees
- Partnering with the Director and other trustees to ensure that board resolutions are carried out
- Serving on committees and taking on special tasks
- Representing the National Private Tenants Organisation to stakeholders; acting as an ambassador for the organisation
- Ensuring the National Private Tenants Organisation's commitment to a diverse board and staff that reflects the communities the National Private Tenants Organisation serves

Fundraising

The National Private Tenants Organisation trustees will consider the National Private Tenants Organisation a philanthropic priority and participate in its fundraising activities in whatever way is most appropriate for each trustee.

Board terms/participation

The National Private Tenants Organisation's trustees will initially be appointed and thereafter will be eligible to re-stand for election at the National Private Tenants Organisation's Annual General Meeting. Board meetings will be held quarterly.

Skills, experience and motivation

We are looking for candidates with a track record of leadership in a range of fields and areas who are passionate about bringing their skills to improve private renting. We are particularly keen to hear from applicants with extensive experience in a broad range of fundraising and business development disciplines, law, accountancy, and governance, as well as those with expertise experience in community organising and movement building.

Candidates will have the following skills and experience:

- Extensive professional experience, ideally but not essentially including prior board experience.
- Accomplishments in philanthropy, the non-profit sector, government or business
- A commitment to, and understanding of, the problems faced by private renters
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals
- Personal qualities of integrity, credibility, and a passion for improving the lives of vulnerable private tenants.

Service on the National Private Tenants Organisation's board is without remuneration. Administrative support is provided, and reasonable expenses cover travel, subsistence and accommodation costs in relation to trustees' duties.