



# **Board Apprentice Recruitment Pack**

Printed on: 17 July 2025

June 2025

## Appointment of Board Apprentice



Dear Potential Board Apprentice

We are delighted that you are interested in applying for this key development role within our team at Osprey Housing.

We have travelled a long way since our establishment in 1999 and we now have approximately 1800 homes in ownership. We have an investment programme and growth strategy to continue to improve our existing homes alongside delivering more new homes. We have significantly invested in the sustainability of our stock portfolio over recent years.

We recognise that affordability and value for money are key for our tenants and have worked hard at managing our resources to harmonise rents and limit rent increases effectively and successfully. We prioritise tenancy support and sustainment which is encompassed across all our teams with a tenant first approach.

For further information visit our website at: [www.ospreyhousing.org.uk](http://www.ospreyhousing.org.uk)

This is an exciting project we developed for the purpose of giving you the exposure to a Board environment and to increase the diversity and experience of our Board in the future. The information contained in this document is provided to help give you an understanding of what will be involved and a broad idea of time commitment.

I hope you will find this helpful. However, should you any further queries or wish to discuss any aspect of this further, please contact me on 01224 548011 or 07554 019547.

Yours sincerely

A handwritten signature in black ink, appearing to read "Stacy Angus", with a stylized, cursive script.

**Stacy Angus**  
**Chief Executive**



## About Osprey Housing

Osprey are an ambitious, dynamic, and growing social housing organisation operating across the North East of Scotland. We are a Registered Social Landlord (RSL) with charitable status.

Established in 2000, we have grown significantly with a meaningful commitment to continual improvement – in terms of quality of services, financial strength, and overall performance. In 2025 we are a modern, customer focussed, professional housing organisation with a clear social purpose committed to providing high quality affordable housing. We generate and reinvest our surpluses to maintain and build homes fit for the future. Our key focus is to help those in need of a home by provision of quality affordable housing across the North East of Scotland.

We are accountable to our tenants, our stakeholders and those who live or have other interests in the communities and places in which we operate. Our Board members are independent and voluntary. They protect our reputation and, as trustees, help to ensure our long-term viability. Osprey Housing is subject to regulation by the Scottish Housing Regulator (SHR), the Office of the Scottish Charity Regulator (OSCR), and Companies House.

Osprey operates throughout three local authority areas of Aberdeenshire, Aberdeen City and Moray. Geographically we cover a vast area which comprises over 10% of the land mass of mainland Scotland, providing homes in 68 settlements across the North East. With 1836 properties currently in ownership, Osprey provides much-needed homes in many communities large and small including all the major towns and cities in the region, remote rural settlements and even in the Cairngorm National Park.

At Osprey Housing we believe that everyone has the right to a decent home in a decent place. We are determined to play our part in making this happen for as many people as we can.

<b>Our four key Strategic Ambitions remain clear:</b>	<b>Our Core Values:</b>
<b>1. Make customers the focus of everything we do</b>	<b>Ambition and Achievement</b> – we are a high performing organisation delivering through innovation and challenge
<b>2. Provide more and better homes</b>	<b>Equality and Respect</b> – we recognise and celebrate the unique value in everyone
<b>3. Be a stronger organisation</b>	<b>Quality and Professionalism</b> – we strive to deliver high standards
<b>4. Be a great place to work</b>	<b>Agile and Responsive</b> – we are flexible and quick to deal with change without diminishing our delivery

# Role in Board Apprentice Scheme

## 1. Overview

- To attend and observe all meetings of the Osprey Housing Limited Board. The Board meets at least six times a year, normally at our head office in Westhill although we welcome virtual attendance if preferred. Board meetings start mid-morning and usually last around 2 to 3 hours.
- Act as an ambassador for Osprey Housing.
- This position is unpaid, however reasonable out of pocket expenses will be reimbursed.

## 2. Key Expectations

We have a Code of Conduct for Board Members which every member is required to sign on an annual basis and you will be expected to adhere to this.

You will be able to contribute to Board discussions however you will not be expected to accept and share collective responsibility for the decisions taken by the Board. You will not be responsible in law for the decisions made.

However, you must always act only in the best interests of Osprey and its customers, and not on behalf of any other interest group, constituency or organisation. You cannot act in a personal capacity to benefit yourself or someone you know.

You will be expected to:

- work in good faith to ensure that Osprey acts consistently within its purpose.
- act with the care that it is reasonable to expect of someone who is managing another person's business.
- act only in the interests of Osprey and its stakeholders and avoid circumstances which could give rise to a conflict of interest; and
- participate twelve month review to evaluate the effectiveness of this scheme.

## 3. Person Specification

We are looking for an exceptional candidate to help us continue to make this project a success. You will have the following personal attributes:

- Willing to give your time and play your part.
- Eager to learn and get involved.
- Passionate, committed, sharing our values.
- Ambition to be a Board Member in the future.

#### 4. Transferable Skills/Competencies

This role will allow you to develop the following competencies:

<b>Customer focus</b>	Ability to establish a rapport with partners, customers and staff
<b>Working effectively with others</b>	Ability to express a constructive point of view, independently arrived at, while working as part of a team, and help lead to positive outcomes  Good interpersonal skills and self-awareness
<b>Performance management</b>	Ability to scrutinise and evaluate the performance of management in achieving Osprey's strategic objectives and to oversee the management of risk
<b>Strategic</b>	Ability to develop, as part of the Board, strategic objectives and contribute to the strategic direction of Osprey
<b>Communicating clearly</b>	Good communication skills which contribute to constructive discussion
<b>Equality &amp; diversity</b>	Osprey is working actively to promote equality of opportunity in its employment practices and delivery of its services. A Board member must be willing to work in accordance with existing policies and codes of practice
<b>Delivering results</b>	A commitment to delivering a high quality of service
<b>Decision-making</b>	Ability to contribute to effective decision-making
<b>Taking personal &amp; corporate responsibility</b>	Ability to take and demonstrate personal and corporate responsibility as well as operating to a high level of integrity and confidentiality

#### 5. Personal Data Processing

As part of any recruitment process, Osprey Housing collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

##### What information do we collect?

Osprey Housing may collect a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK.

Osprey Housing may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment. We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

### **Why does Osprey Housing process personal data?**

We need to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you.

In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

Osprey Housing has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

Osprey Housing may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out our obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, Osprey Housing may keep your personal data on file in for a period of six months in accordance with the data retention periods outlined in our Privacy Policy. We shall ensure that all Personal data is archived and destroyed in accordance with best practice.

## **5. How to Apply**

If you are interested in becoming Osprey Housing Board Apprentice, please submit your C.V. and a letter of suitability summarising your skills and experience, why you are interested in taking part in this Scheme and why you are suitable for this role. Please send by email to [cruxton@ospreyhousing.org.uk](mailto:cruxton@ospreyhousing.org.uk)

or send a hard copy marked **Private and Confidential** to:

Clare Ruxton  
Director of Corporate Services  
22 Abercrombie Court

Arnhall Business Park  
Westhill  
Aberdeenshire  
AB32 6FE

The information that you provide will be used for selection purposes only. Applications will be matched to the specification for the post in order to select a shortlist of candidates and it will also form the basis of any potential interview process.