

# Osprey Housing



## **Board Member Recruitment Pack**

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## Appointment of Board Members

Dear Potential Board Member

We are delighted that you are interested in applying for this key leadership 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 with both a refreshed Asset Management Strategy and Environmental Sustainability Strategy in place.

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

Housing demand continues to be high in the north east and Osprey are committed to providing more homes as part of our growth strategy – creating new homes that are in the right place, for the right price and to the right standard. Our development programme is focused on creating sustainable communities - delivering homes that tenants can be proud of that are fit for the future and aligning with our current stock portfolio.

We are committed to our strategic direction with our clear vision, ambitions and core values set out in our Strategic Business Plan a copy of which is available on our website <https://www.ospreyhousing.org.uk>. The Plan, which was developed with the full engagement of our team including the Board, staff team and OTRA, is both forward thinking and ambitious. The successful applicant, as part of the Osprey team, will play a critical and pivotal role in its delivery.

I look forward to being able to discuss this further with you, should you choose to apply.

A handwritten signature in black ink, appearing to read "Stacy Angus".

**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 – 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.

# Role of a Board Member

***“The Board leads and directs the RSL to achieve good outcomes for its tenants and other service users.”***

Regulatory Standards of Governance and Financial Management Standard 1,  
Scottish Housing Regulator (2012)

## 1. Overview

- To participate as a member of the Board of Osprey Housing Limited ('Osprey').
- The Board meets at least six times a year, normally at our head office in Westhill, remote access to meetings is available. Board meetings start mid-mornings and usually last around 2 hours 30 minutes.
- As well as attending Board meetings, Board members are expected to take part in at least two Strategy Days per year.
- The position of Board member is unpaid, however reasonable out of pocket expenses are reimbursed.

## 2. General Description of the Role

The Board provides leadership and strategic direction to Osprey so that the best outcomes are achieved for its tenants and other service users. It determines Osprey's strategic attitude to risk and ensures the maintenance of a sound system of internal control and risk management.

Board members are collectively responsible for the overall governance of Osprey. They share and accept responsibility for decisions made by the Board and are equally responsible for those decisions.

Each Board member is required to:

- work in good faith to ensure that Osprey acts consistently with 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 in the Board annual appraisal process.

## 3. Main Duties and Responsibilities

<b>Leadership, strategic direction &amp; governance</b>	As part of the Board: <ul style="list-style-type: none"><li>• contribute to the maintenance of Osprey's mission statement and values;</li><li>• contribute to the development, maintenance and review of Osprey's strategic objectives;</li><li>• ensure that the Association is properly resourced;</li><li>• take due account of customers' views;</li><li>• promote high standards of corporate governance to ensure that Osprey complies with legal, regulatory and compliance requirements;</li><li>• maintain an overview of arrangements for the appointment, remuneration, appraisal and any dismissal of Chief Officers;</li></ul>
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	<ul style="list-style-type: none"> <li>assess the Board's effectiveness in discharging its remit; and</li> <li>contribute constructively to Board discussion and decision making.</li> </ul>
<b>Performance monitoring &amp; compliance</b>	<p>As part of the Board:</p> <ul style="list-style-type: none"> <li>ensure that Osprey's obligations to customers (users and commissioners of services), regulators, Association members and staff are met;</li> <li>monitor and ensure the maintenance of Osprey's risk management and control systems (such as its Scheme of Delegation policy, performance reporting systems including key performance indicators, financial and investment controls and audit arrangements); and</li> <li>monitor the Chief Executive Officer's performance in implementing approved plans and budgets and approve priorities for improvements in performance.</li> <li>Ensure that Osprey is adequately resourced to achieve its objectives and meet its obligations.</li> </ul>
<b>Relationship-building &amp; influencing</b>	<p>As part of the Board:</p> <ul style="list-style-type: none"> <li>maintain an overview of Osprey's public relations; and</li> <li>act as an ambassador for Osprey, representing Osprey in its dealings with external bodies, holders of public office and the general public.</li> </ul>
<b>Compliance</b>	<p>As part of the Board:</p> <ul style="list-style-type: none"> <li>ensure that Osprey maintains its duty of care to ensure the health, safety and wellbeing of customers, and staff members in the workplace, through the systematic assessment and management of risk;</li> <li>ensure that Osprey complies with the law, and its own Articles of Association.</li> <li>approve Osprey's annual budget, annual report and annual accounts; and</li> <li>act as a charitable trustee of Osprey.</li> <li>Register any relevant interests as soon as they arise and comply with Osprey's policy on managing conflicts of interest.</li> </ul>
<b>Equality &amp; diversity</b>	<p>As part of the Board:</p> <ul style="list-style-type: none"> <li>ensure that the principles of equality and diversity are upheld in all areas of Osprey's work.</li> </ul>

\*\*\*This profile is indicative of the nature and level of responsibility associated with the role of Board member. It is not exhaustive and a Board member may be asked to undertake such other relevant duties as may be required to meet the needs of Osprey Housing.

## 4. Other Details

New Board members will be supported with a tailored induction programme.

Osprey has agreed a Code of Conduct for Board members which every member is required to sign on an annual basis.

The Board may elect and remove Board members in accordance with Osprey's Articles of Association. Elections generally take place at Osprey's annual general meeting, held in September each year.

Board members are required to retire by rotation in terms of the Articles.

## **5. Eligibility for the Board**

A person will not be eligible for appointment to Osprey's Board if any of the criteria in the Association's Article 43.1 apply to him/her. These are set out in the Appendix 1 at the end of this pack.

A person must be aged 18 years or over to be appointed as a co-optee or a Board member.

An employee of the Association, or a close relative of an employee, may not be an Osprey Board member.

Persons who do not meet the eligibility criteria should not apply, as their application will not be considered.

## **6. Commitment**

Board members are expected to commit time to the following on an annual basis:

- Attendance at up to 6 regular meetings of the Board
- Attendance at 4 regular meetings of one of the governance Committees
- Reading and preparation for meetings of the Board and Committees
- Attendance at corporate strategy days
- Attendance at individual review meeting and preparation for such meeting
- Attendance at events such as site visits to developments, estate tours, at tenant / customer / staff conferences (may include overnight stays or weekends) and openings
- Attendance at internal briefings and training events

## **7. What Osprey Offers Board Members**

All Board members are volunteers and receive no payment for their contribution.

Osprey has policies which prevent you or someone close to you from benefiting personally from your involvement with Osprey, although these policies also seek to ensure that you are not unfairly disadvantaged by your involvement with Osprey. All out of pocket expenses associated with your role as a Board member are fully met and promptly reimbursed.

In return for your commitment, Osprey offers:

- A welcome and introduction when you first join the Board;
- A mentor from the Board and a named staff contact for the first six months, with ongoing support;
- Clear guidance, information and advice on your responsibilities and on OH's work;
- Formal induction training to assist settling in;
- Papers which are clearly written and presented, and circulated in advance of meetings;
- The opportunity to put your experience, skills and knowledge to constructive use;

- The opportunity to develop your own knowledge, experience and personal skills;
- The chance to network with others with shared commitment and ideals.

## 8. 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.

## 9. How to Apply

If you would like to apply, please submit your C.V. and a statement of suitability summarising your skills and experience, why you are interested in becoming a Non-Executive for Osprey Housing and why you are suitable for this role, by email to [cruxtion@ospreyhousing.org.uk](mailto:cruxtion@ospreyhousing.org.uk)

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

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 person specification for the post in order to select a shortlist of candidates and it will also form the basis of the interview.

### Person Specification

**Post: Member of the Board**

Core 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	
<b>Specialist Experience/Skills</b>		
Significant experience at a senior level in at least one of the following specialist areas:	<ul style="list-style-type: none"> <li>Business planning, management and development</li> <li>Financial services (financial, accountancy &amp; audit)</li> <li>Healthcare (health and social care integration)</li> <li>Housing and care services (housing management or social worker and housing support management)</li> <li>Human resources (human resources management)</li> <li>Information and communications technology (ICT)</li> <li>Minority ethnic/disability representation</li> <li>Property and development (architecture or property development/construction and management or building expertise)</li> </ul> or <ul style="list-style-type: none"> <li>experience as a customer of Osprey's services as a tenant, owner-occupier or otherwise</li> </ul>	Essential
<b>Experience of</b>		
<ul style="list-style-type: none"> <li>Service as trustee of another charity</li> <li>How businesses operate, based on experience</li> </ul>		Desirable Essential
<b>Knowledge of</b>		
<ul style="list-style-type: none"> <li>ICT skills (email and internet connectivity) or a willingness to acquire these (training can be provided)</li> </ul>	Essential	
<ul style="list-style-type: none"> <li>Interest in or knowledge of some or all of the following: social affairs, older people, social housing sector, voluntary sector work, welfare framework</li> </ul>	Essential	
<ul style="list-style-type: none"> <li>Financial and budgetary mechanisms (financial aspects of Osprey's activities will be covered at induction)</li> </ul>	Desirable	
<ul style="list-style-type: none"> <li>Corporate governance and the governance framework necessary for the proper conduct of Osprey business</li> </ul>	Desirable	
<ul style="list-style-type: none"> <li>Regulation, the role of regulators and the requirements they place on Osprey</li> </ul>	Desirable	

## Appendix 1 Osprey Housing Article of Association

### Eligibility for the Board

43.1 A person will not be eligible to be a Board Member or be co-opted to a committee and cannot be appointed or elected as such if:

- 43.1.1 he/she is an undischarged bankrupt, has granted a trust deed which has not been discharged or is in a current Debt Payment Plan under the Debt Arrangement Scheme; or;
- 43.1.2 he/she has been convicted of an offence involving dishonesty which is not spent by virtue of the Rehabilitation of Offenders Act 1974 or an offence under the Charities and Trustee Investment (Scotland) Act 2005;
- 43.1.3 he/she is a party to any legal proceedings in any Court of Law by or against the Company;
- 43.1.4 he/she is or will be unable to attend Board Meetings for a period of 12 months;
- 43.1.5 he/she has been removed from the board of another registered social landlord within the previous five years;
- 43.1.6 he/she resigned from the Board in the previous five years in circumstances where his/her resignation was submitted after the date of his/her receipt of notice of a special Board Meeting convened to consider a resolution for his/her removal from the Board in terms of article **Error! Reference source not found.**;
- 43.1.7 he/she has been removed from the Board in terms of articles **Error! Reference source not found.** or **Error! Reference source not found.** within the previous five years;
- 43.1.8 he/she has been removed, disqualified or suspended from a position of management or control of a charity under the provisions of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 or the Charities and Trustee Investment (Scotland) Act 2005;
- 43.1.9 he/she has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commissioners for England and Wales or by Her Majesty's High Court of Justice in England on the grounds of any misconduct in the administration of the charity for which he/she were responsible or to which he/she were privy, or which his/her conduct contributed to

or facilitated;

43.1.10 a disqualification order or disqualification undertaking has been made against that person under the Company Directors Disqualification Act 1986 or the Company Directors Disqualification (Northern Ireland) Order 2002 (which relate to the power of a Court to prevent someone from being a director, liquidator or administrator of a company or a receiver or manager of company property or being involved in the promotion, formation or management of a company).