

## **Retired Baptist Ministers Housing Organisation\***

### **About the organisation**

The foundations of Retired Baptist Ministers Housing Organisation began over forty years ago, due to concerns about housing for ministers in retirement. At this time, many ministers had no prospects of being able to purchase their own homes in retirement. Previously known as the Retired Baptist Ministers Housing Society, its name was changed in January 2019 following registration with the Charity Commission (charity number 1177649).

RBMHO exists to provide housing for retired ministers and their spouses who would otherwise be unable to secure such accommodation from their own resources. The Organisation considers applications from ministers whose names are on the Accredited Lists of the Baptist Union and whose service has been for a period of not normally less than fifteen years, and from unaccredited ministers who have served acceptably in BU churches for a period not normally less than eighteen years. The rules of the Organisation mean missionaries who have served the Baptist Missionary Society can also qualify as tenants. There is however sufficient flexibility built into the rules to permit the Organisation's Trustees to exercise discretion for exceptional cases.

RBMHO owns over 250 properties in England, Scotland and Wales, homes where ministers and/ or their spouses can live in secure retirement, for which they pay only a modest rent.

In any given year, we would expect to be purchasing or selling up to 15 houses, running a portfolio of around 260 properties and providing housing services to a combined number of more than 450 retired ministers and their spouses.

More detail about RBMHO can be found on its website [www.rbmho.org.uk](http://www.rbmho.org.uk)

**\* (NB for practical reasons the post holder will be employed by The Baptist Union of Great Britain)**

## Role Profile

<b>Job title:</b>	<b>Secretary and Tenant Relations Manager, Retired Baptist Ministers Housing Organisation</b>
<b>Reports to:</b>	<b>Chair of Trustees, Retired Baptist Ministers Housing Organisation</b>
<b>Direct reports:</b>	<b>Operations and Property Manager</b>
<b>Location</b>	<b>UK, Flexible</b>

### **A Main Purpose and Context of the Role**

The holder of this post will provide the overall leadership of RBMHO, including ensuring that it meets its charitable objectives and fulfils the strategic plans agreed with the board. The holder of the post will have direct responsibility for engaging with beneficiaries and tenants.

### **B Key Responsibilities**

Managing the process for applications for support from RBMHO, including

- Publicising the work of RBMHO to potential beneficiaries with the aim of reaching as high a proportion of potential beneficiaries as possible.
- Taking ownership of the materials provided to prospective applicants to ensure they provide all necessary information and are relevant, informative, and accessible.
- Handling and responding to enquiries from applicants and prospective applicants, including setting realistic expectations of whether they will qualify for assistance.
- Evaluating applications received against the standard criteria and communicating the outcomes.
- Managing non-standard applications and including liaising with the applicant, presenting the case to the board for decision and implementing that decision.
- Maintaining the forward-looking list of approved applicants to assist with planning (applications can be submitted up to 5 years ahead of planned retirement date).

Supporting beneficiaries in selecting their property when taking first property, or relocating during retirement

- Ensuring the parameters of the support available are understood by the applicant
- Offering pastoral support and advice to beneficiaries to help them make wise choices of their retirement property
- Handing over details of agreed property purchases and disposals to the operations manager to
- Providing support to tenants as they take up residence in their new home, including ensuring that they are provided with and complete any necessary paperwork

#### Providing support to tenants

- Ensuring that the overall experience for applicants, beneficiaries and tenants is a good one.
- Ensuring that tenants are provided with the information they need for their occupation of the organisation's property.
- Liaising with tenants and or relatives in the event of the death of a tenant

#### Offering strategic leadership to the organisation

- Providing overall leadership to the organisation in liaison with the chairman and the rest of the Trustee board
- Line managing the Operations and Property Manager
- Taking the lead for the organisation in relation to safeguarding, particularly in respect of any tenants that might be considered vulnerable.
- Considering the evolving needs of Baptist Ministers and Mission personnel in respect of retirement housing and how RBMHO might meet this in future.

#### Liaising with donors and other supporters of the organisation

- Appropriate promotion of giving to the organisation through donations and legacies
- Providing materials for potential donors to enable them to consider donating
- Answering any donor queries as they might arise.
- Liaising with the Baptist Union finance team about progressing receipt of any legacies due to the organisation.

#### Servicing the Board of RBMHO

- Advising the RBMHO board on strategic matters
- Ensuring that good governance practices are applied to the work of the organisation under the supervision of the board.
- Ensuring that the requirements of the RBMHO constitution and the Charity Commission are met in relation to governance and reporting.
- Providing informative and relevant reports and updates to each board meeting covering applications, tenancies, finances, etc.
- Making proposals for any changes to the offer to beneficiaries, including standard rent, property purchase price limits and the amount that may be contributed by a tenant

#### **Changes to this role profile**

This role profile is designed to be illustrative rather than exhaustive. The Retired Baptist Ministers Housing Organisation may add to the responsibilities of this role any tasks or activities that they see as relevant and appropriate to the role and will discuss any such additions with the post-holder.

## **C Personal Attributes and Experience**

### **Essential**

- Experience of charity governance and working with a board of Trustees of a charity
- Experience of strategic leadership of an organisation

### **Desirable**

- Understanding of the UK residential property market, including the conveyancing process
- Understanding of residential lettings and landlord obligations
- Experience of line management

### **Knowledge and Abilities**

- Understanding of ministerial career paths, particularly those taken by Baptist Ministers and Missionaries.

### **Personal Qualities**

- Ability to work independently with limited direct supervision.
- Able to offer wise counsel and advice
- An empathetic nature, able to care pastorally for tenants, applicants and potential beneficiaries and their close relatives.
- Ability to manage a fluctuating workload and competing priorities.

## **Christian ethos**

The Retired Baptist Ministers Housing Association is a Christian charity and part of this role is to provide pastoral support to Baptist ministers as they transition to retirement. As such, it is an occupational requirement that the holder of this post is a committed Christian and in sympathy with the Baptist Declaration of Principle. The role may be suitable for a Baptist minister seeking a role alongside a part-time church ministry role, or who is looking for a portfolio career, but applications are encouraged from people with other backgrounds.

## **Salary and practical arrangements**

This role is offered on a part-time or full-time basis of somewhere between 28 and 35 hours per week. The role can be home-based within the UK or be based in our modern office in Baptist House, Didcot.

The starting salary for the role is based on a full-time equivalent of circa £40,000 per annum.

We also offer a range of staff benefits including:

- a contributory pension scheme, which includes life assurance cover
- a Cycle to Work scheme through salary exchange
- An electric car leasing scheme
- a voluntary benefits package (Perkbox) that gives discounts for a wide range of everyday expenditure (eg, supermarkets, high street retailers, restaurants, cinema tickets)

We provide good training and development support for new joiners, and on an ongoing basis, as well as regular feedback on performance and progress.

## **Application Process**

Please send a covering letter and CV to our HR Team Leader Rachel Stone by email to: [opportunities@baptist.org.uk](mailto:opportunities@baptist.org.uk). If you wish to talk the role through before applying please contact us using the same email and we will arrange for you to be able to do this

Closing date for applications: Friday 3 June 2022

Interviews: Initial interviews will be held remotely using Microsoft Teams on Friday 10 June 2022