

28 February 2025



We are hiring for the position of Managing Director!

Bahay Kubo Housing Association is looking for a Managing Director to lead the organisation strategically, working with the Board to develop and implement housing strategies, maintain financial stability, and manage operations efficiently. The role involves overseeing compliance, governance, and stakeholder engagement while driving the growth and development of the organisation.

- **Position type:** Full-time
- **Duration:** Permanent
- **Salary:** £47,754 per annum
- **Location:** London (Regular travel across Greater London to meet local and national partners and stakeholders; all travel expenses covered). At least 4 days a week, office-based in East London
- **Benefits:** 20 working days paid holiday per calendar year, pro-rata for part-time and/or fixed-term employees, plus England bank holidays
- **Reporting to:** Chair of the Board of Directors

About BKHA

Bahay Kubo Housing Association (BKHA) is a registered affordable housing provider, primarily supporting the Filipino migrants community. BKHA aims to provide affordable, culturally appropriate housing and secure well-managed, high-quality, sustainable housing solutions.

About the Role

The Managing Director will lead BKHA strategically. The Managing Director is responsible to the Board for providing effective strategic leadership and managing Bahay Kubo Housing Association. This role involves promoting, representing, and directing the Association to meet its business objectives and ensuring that policies are implemented following its rules, general aims, and objectives.

Additionally, the Managing Director must ensure that the Association meets its external statutory and regulatory obligations and internal targets and controls. A key aspect of the role is providing the Board with the necessary information to perform its duties, including advice on compliance with the governing instrument, relevant legislation, and the requirement to remain solvent. In collaboration with the Chair, the Managing Director ensures that the Board's business is conducted correctly.

The role also encompasses developing new business, establishing business relationships, and overseeing the strategic leadership and management of projects and any subsidiary, ensuring that these entities meet their external and internal obligations.

Duties and Responsibilities

Strategic Leadership and Board Relations

- Collaborate with the Board to set the strategic direction of the Association.
- Develop, maintain, and review the Business and Annual Plans.
- Ensure key business objectives are met and provide the Board with essential oversight information.
- Advise on policy development, including periodic review and updates of existing policies.
- Assist in the recruitment, induction, and training of Board members.

Operational and Financial Oversight

- Monitor and drive overall performance, ensuring operational controls are robust.
- Maintain financial security and manage risks effectively.
- Oversee the implementation of financial controls and procedures.
- Regularly report on financial performance; prepare budgets and forecasts.
- Ensure adherence to internal targets, controls, and health and safety obligations.

Legal, Administrative, and Compliance Responsibilities

- Act as Company Secretary, performing secretarial duties per the Association's rules.
- Submit all statutory returns on time and in the required format.
- Guarantee compliance with relevant legislation (e.g., Data Protection Act, Health and Safety at Work Act, Disability Act, Race Relations Act, Sex Discrimination Act) and internal rules.

Staff and External Relations

- Lead, support, and motivate staff to achieve the Association's aims and objectives.
- Ensure all legal employer obligations are met and best practices are followed.
- Promote the Association's profile through public relations and marketing to major stakeholders (e.g., funders, local authorities, Homes & Communities Agency).
- Represent the Association at local and national meetings.
- Establish and maintain positive relationships with external partners.

Housing and Development Management

- Oversee housing management services, ensuring compliance with policies, service agreements, and legislative requirements.
- Explore new development opportunities, projects, and funding initiatives.
- Set and achieve development targets in line with the strategic plan.
- Ensure that new schemes are financially sound and viable and pose minimal risk to the Association's financial integrity.

Subsidiary Management

Provide strategic leadership and operational control for any subsidiaries.

Ensure subsidiaries meet all external statutory and regulatory obligations.

Maintain robust internal controls and financial security within subsidiaries.

Develop, maintain, and regularly review business and annual plans for subsidiaries.

Ensure subsidiaries comply with legal obligations regarding staff.

Continuous Improvement and Miscellaneous Duties

- Continuously update and improve the Association's policies and procedures based on current best practices.
- Foster a culture of diversity, continuous improvement, and confidentiality.
- Uphold the Association's Equal Opportunities policy.
- Ensure workplace health and safety requirements are met.
- Undertake additional duties as agreed with the Board.

Person Specifications

Experience

- Proven experience in a senior management or equivalent position, demonstrating the ability to set strategic direction and manage operations effectively.
- Significant strategic and operational senior leadership with a proven ability to deliver results
- Experience in developing organisational strategy and delivering change
- Highly numerate with strong commercial acumen and proven financial management capability, adept at managing both detailed finances and the broader business picture
- In-depth understanding of the regulatory environments relevant to running both the Association and its subsidiary
- Proven track record of income generation and developing innovative, sustainable business models
- Significant experience in advocacy within the migrant sector, highlighting its importance as a core area of expertise

Skills

- High degree of commercial acumen combined with an entrepreneurial approach to achieving the Association's objectives.
- Pragmatic, creative, and solution-focused, able to implement new ideas to solve problems and improve services and resources.
- Demonstrated passion and drive for business growth through creating and sourcing new opportunities and developing and implementing initiatives.
- Decisive and forthright leadership with a proven ability to develop and lead a management team, encourage challenge and debate, and create a culture of ownership and accountability.
- Have high personal credibility and outstanding interpersonal skills. I am also capable of listening, learning from an experienced team, and promoting diversity and equality of opportunity.
- Ability to work effectively, engage constructively, and maintain collaborative relationships with a diverse, highly professional Board.
- Clear, confident communication skills—oral and written—with the ability to engage a wide range of stakeholders and share best practices to implement the strategic vision and deliver the business plan.

- Confidence, versatility, and a drive to embrace new challenges and deliver results, along with empathy and an understanding of the Association's social impact.
- Capable of representing the Association at a high level and demonstrating its value to a broad forum of external organisations.

Equality & Diversity

We are committed to equal opportunities in employment and service delivery. The Bahay Kubo Housing Association (BKHA) 's equality and diversity policies and practices aim to promote an environment free from all forms of discrimination and value the diversity of all people. We seek to treat people fairly, with dignity and respect.

We will take every possible step to ensure that no person working with BKHA, seeking employment with us, or any member of the public using our services will receive less favourable treatment on the grounds of their: Age, Disability, Gender Reassignment, Marriage and civil partnership, Pregnancy and maternity, Race, Religion or belief, Sex and Sexual Orientation.

How to Apply

Applicants should submit a curriculum vitae with a cover letter describing how they fulfil the job description and person specification to admin@bahaykubo.org.uk by 5:00 PM on Friday, 31 March 2025. Shortlisted candidates will be invited for an interview on Friday, 04 April 2025.