



Chartered
Institute of
Housing

AUDIT AND RISK COMMITTEE MEMBER RECRUITMENT INFORMATION PACK

JULY 2026

Foreword

Thank you for your interest in becoming a member of the Chartered Institute of Housing (CIH) audit and risk committee (ARC). These are exciting and challenging times for the organisation as we grow, and the importance of the conduct and competency requirements start to be realised. This level of growth, and changes to the commercial landscape for member organisations, mean the risks associated with CIH require challenge and scrutiny to offer the board assurance over risk, compliance, and financial stability.

Following the annual skills assessment of the committee, we have identified a gap for an independent member that has treasury, long-term planning and financial experience at a senior level to challenge us as we continue to grow, and to offer the board assurance of independent scrutiny.



Mission and purpose

As the professional body for the housing sector, CIH's mission is to inspire, equip and support housing professionals to create a future in which everyone has a place to call home. Our purpose stems from this.

We seek to:

- Promote excellence and high standards across the housing sector
- Support and develop housing professionals with knowledge, skills, training and advice
- Act as the independent voice for housing, influencing policy and advocating for better homes and services.

To achieve these things, we want to ensure that CIH is an accountable, strategic, modern, inclusive and dynamic organisation that is both fit for purpose and prepared for to face future challenges.

We therefore recommit ourselves to giving all CIH members, regardless of background, equity of opportunities so that they can be the best they can be in the discharge of their profession. We achieve this by implementing a framework of inclusion which embraces equal opportunities within CIH membership and the housing profession.

Equality, diversity and inclusion

CIH is fully committed to tackling discrimination and promoting equality, diversity and inclusion. Applicants will be expected to be willing and able to make a positive contribution to the promotion and implementation of CIH's equality, diversity and inclusion policy.



Introduction to the role

The audit and risk committee is a delegated committee of the CIH governing board.

The governing board is charged with the management of the business of CIH. This includes setting and driving the strategic direction of the organisation, setting priorities, ensuring performance and managing risk, accountability, viability and sustainability.

In support of the trustees, three sub-committees of the governing board have been established to assist delivery of key business objectives. One of these is the audit and risk committee. With authority delegated by the governing board, its purpose is to consider matters of risk, accountability, compliance, and the effectiveness of CIH delivery. The audit and risk committee comprises a mix of trustees from the governing board and independent members.

Role description

Remuneration: The role of an audit and risk committee member is not accompanied by any financial remuneration, although expenses for travel may be claimed.

Location: Audit and risk committee meetings are usually held virtually. There may be the occasional need to travel to the Coventry office or other locations for meetings and events. CIH also has offices in Scotland, Wales and Northern Ireland.

Time commitment: The audit and risk committee has a minimum of three meetings a year, which are approximately two hours in length. Time commitments will also include preparation for all meetings and the reading of audit and risk committee papers.

Term of office: The term of office is three years, and the position is subject to the provisions of the CIH Charter and Byelaws (addressing such matters as duties and powers, retirement and removal).

Key functions include:

- Contributing fully to the business of the audit and risk committee
- Overseeing the audit and risk function across CIH through high standards of scrutiny and challenge
- Contributing to the management of CIH's audit and risk function in line with the organisation's Charter and Byelaws, charitable objectives and legal obligations as an employer and a charity
- Ensuring commercial viability, effective financial and risk management within CIH and an appropriate audit function
- Exercising exemplary judgement in the best interests of CIH to provide guidance to the organisation
- Preparing in advance, regularly attending and participating fully in audit and risk committee meetings and other CIH business meetings as appropriate
- Accepting accountability for the decisions and recommendations made by the audit and risk committee
- Developing effective working relationships with other committee members, trustees, CIH colleagues and members
- Upholding standards and discipline within the audit and risk committee, and ensuring compliance with the code of governance
- Willingness to contribute to the effectiveness of the audit and risk committee as a member of the team.

Skills, knowledge and experience

Level 1: Values

Members of the audit and risk committee are expected to:

- Be conscientious and enthusiastic about the full range of the audit and risk committee's responsibilities and obligations
- Be committed to the principles and practices of collective board responsibility and decision making
- Understand and support the organisation in the pursuit of its purpose, vision and mission
- Demonstrate full empathy with CIH's core social purpose, charitable aims and values.

Level 2: Specialist skills

Members should possess a good balance of the following skills:

- Finance: Financial management, accounting, reporting, control systems, treasury management, business and long-term financial planning, commercial management and auditing
- Strategic risk management: Strategic management of property, HR, contracts, procurement, PR, education, membership, financial and reputation
- Customer service excellence and quality assurance: Performance management and continuous improvement
- Asset and membership management: Funding, investment management, membership development, CPD, qualification and certification
- Legal, governance and regulatory compliance: Addressing adverse regulatory situations, performance monitoring and quality assurance, internal audit and control, the social housing sector and its regulatory environment and membership assessment and regulation.

Level 3: Core competencies

Members should possess these core competencies or have the capacity and commitment to achieve them within a 12-month period:

- Team working: Works effectively with non-executives and executives and accepts collective responsibility for committee decisions
- Analysis and scrutiny: Identifies the key issues and factors raised in reports and debates and evaluates risks and options and takes a balanced approach to problem solving
- Group decision making: Contributes to debates constructively, listens to the views of others and can make clear and rational judgements
- Personal effectiveness: Ensures own performance meets the role requirement; is open to appraisal, learning and development and demonstrates integrity and maintains appropriate confidentiality
- Equality and diversity: Understands values and promotes equality and diversity in the design and delivery of the organisation's purpose.

Other requirements

It is important that all committee members empathise with, and demonstrate commitment to, CIH's mission and values, as well as the principles and practices of collective responsibility and decision making.

As shown above, the audit and risk committee has identified a number of core competencies that every committee member needs, as well as particular skills, knowledge and experience that committee members need collectively to ensure a balanced range of skills.

Applicants will be expected to demonstrate a strong track record of achievement; be accustomed to operating at a senior level within an organisational setting; have a strong network of contacts across housing or related fields; and experience of influencing within and outside of an organisation.

If you think you have those qualities, if you are committed to professionalism and if you want to make a difference, we want to hear from you.

The list above is not exclusive or exhaustive, so if you have other skills, knowledge and experience which you believe would add real value to the audit and risk committee, do tell us about these in your application.

We particularly welcome applicants from under-represented backgrounds within CIH. We will provide a full induction programme for all new committee members, which will include sector-specific information.

We would particularly welcome applicants with audit and risk committee experience in a professional body or the education sector, or with a relevant professional qualification.

We also need to be sensitive to real or perceived dualities or conflicts of interest, so may not appoint someone who is related to, or has other close connections with, for example, a current or recent board member or CIH colleague, a business partner or a competitor.

General information

Any CIH member with relevant experience can apply to be considered for a position on the audit and risk committee. Non-members can also be selected.

A person cannot become a member of the audit and risk committee until their appointment has been confirmed by the governing board of CIH.

Each member will be subject to the provisions of CIH's Charter and Byelaws and governance framework.

Appointments will be made on the basis of empathy, competencies, skills and experience, with an appointed recruitment panel assessing all applications. Applicants who best demonstrate the requirements set out in the role description will be invited for interview. Shortlisted applicants will be required to provide references.

The recruitment panel will then make its recommendations for appointment to the governing board.



How to apply

The closing date for the receipt of applications is 31 July. To be considered, please forward your CV and a letter/email expressing your interest to the [CIH governance team](#). Interviews will be held on 10 and 11 August.

For an informal conversation about this role, please contact the [governance team](#).

On the application, please make clear your preferred contact details.

Thank you for your interest.

Vanessa Harwood-Whitcher

Chair, audit & risk committee

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