

MEAM

Making Every  
Adult Matter

CLiNKs



homeless link



homeless link

# Recruitment pack

## Chair of MEAM

**Remuneration:** £6,000 per annum (for 3 days per quarter)  
**Contract:** Initial three-year term, subject to a probationary review at six months. Extendable by agreement to a maximum of six years.



**Let's end homelessness together**

Homeless Link, Minorities House, 2-5 Minorities, London EC3N 1 BJ | 020 7840 4430  
[www.homeless.org.uk](http://www.homeless.org.uk) | Twitter: @Homelesslink | Facebook: [www.facebook.com/homelesslink](http://www.facebook.com/homelesslink)

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# Introduction

## Background



Thank you for your interest in the role of Chair of MEAM.

People facing multiple disadvantage experience a combination of problems. For many, their current circumstances are shaped by long-term experiences of poverty, deprivation, trauma, abuse and neglect. Many also face racism, sexism and homophobia. These structural inequalities intersect in different ways, manifesting in a combination of experiences including homelessness, substance misuse, mental ill health and contact with the criminal justice system.

Making Every Adult Matter (MEAM) is a coalition of the national charities Clinks, Collective Voice, Homeless Link and Mind, with Homeless Link as the lead partner. The coalition is currently constituted by a legal agreement between the member organisations. It is led by the Director of MEAM, who reports to the MEAM Programme Board.

Since its formation in 2009, the MEAM coalition has supported more than 50 local areas across England to tackle the structural and systemic issues that cause and sustain multiple disadvantage. Between April 2017 and March 2022, MEAM received a five year grant from the National Lottery Community Fund to support the MEAM Approach network. Alongside this, we supported the Fulfilling Lives multiple disadvantage programme, bringing learning together from both programmes to understand what drives change and to shape national policy.

Over this period we have seen significant improvements in partnership working and in outcomes for individuals. We now know more about what lies at the heart of good partnership working, the cultural and practical conditions that allow for systemic change, and the qualities that effective system leaders must model. We have developed a clear understanding of how trauma-informed and strengths-based practice is central to systemic work to tackle multiple disadvantage. Importantly, we have worked alongside people with lived experience to deepen our understanding of the role of power in systems and the way in which meaningful coproduction can rebalance experiences of stigma and disempowerment, leading to more effective interventions.

We remain committed to providing practical yet ambitious support to local areas, informed by systems thinking and systems leadership, but always grounded in our deep knowledge of multiple disadvantage, our understanding of the day-to-day circumstances of the leaders we support, and focused on making real improvements that can have a positive impact on people's lives.

## MEAM's next phase of work

MEAM has set out an ambitious strategy for the period to 2025 and confirmed Lottery funding for the next two years. We are committed to expanding the national network of MEAM Approach areas we support and creating a national legacy for the work on multiple disadvantage.

As part of this, we are actively seeking to diversify our income streams and to change the way that MEAM is constituted and governed, to ensure that MEAM and the support that we provide is sustainable for the long-term.

As we enter this next phase, an exciting opportunity has arisen for an independent Chair of the MEAM coalition of charities and the MEAM Programme Board.

The Chair of MEAM will help guide us through this vital period of our development, providing support and challenge to the MEAM Director and the Chief Executives as we undertake these important changes.

We are seeking an individual with a strong track record of supporting commercial growth within a charitable context and of leading boards through complex governance change.

You will share our passion of working for, and with, people experiencing multiple disadvantage, and may have knowledge of our systems leadership approach. You will be committed to creating equitable access to services for everyone experiencing multiple disadvantage.

Your experience – which may be in governance, policy, services, commissioning or consulting – will complement ours and your collaborative and open approach will match the values of our dedicated team.

This is a unique role within a long-standing coalition of national charities. During 2022 we are looking to lay the foundations for our future and we are seeking a confident and ambitious Chair to support us in this work.

MEAM values and prioritises different perspectives and all lived experience and as such we welcome applications from all under-represented groups, people with experience of multiple disadvantage and people with convictions.

**Oliver Hilbery**, Director, MEAM

# Chair of MEAM

## Role description

### Purpose

To work with the MEAM Programme Board and MEAM Director to ensure the continued success and development of MEAM, and specifically:

- To chair the MEAM coalition, providing support, challenge and direction to the MEAM Programme Board and MEAM Director.
- To facilitate discussion and decision-making at board meetings, providing constructive challenge and resolve matters of disagreement or contention.
- To support the Director and senior team to diversify the income streams of MEAM, with a particular focus on the development of commercial activity, creating a sustainable business model for the future.
- To support the Board during 2022 to agree and implement a new approach to how MEAM is constituted and governed, to lay the foundations for our future.
- To be an ambassador for MEAM and to champion its work at local and national levels.

### Accountability

- The Chair of MEAM will report annually to the chairs of the MEAM organisations.

### Location

- This post can be based anywhere within England.
- In “normal” circumstances, the post will require regular travel within England.
- In the current context of the pandemic, the successful applicant will be comfortable with a mixture of in-person and online meetings.

# Person specification

## Knowledge and experience

### Essential

- A commitment to the aims and objectives of the MEAM coalition.
- The ability to work collaboratively and to act impartially and fairly.
- A strong knowledge of charity governance and legal structures.
- A strong track record of leading boards and senior teams through complex governance change.
- Significant experience of supporting and achieving commercial growth within a charitable context.
- A commitment to coproduction and a passion for working for, and with, people facing multiple disadvantage.
- A commitment to equity, diversity and inclusion and an intersectional approach to multiple disadvantage.
- Credibility with a diverse range of individuals and groups.

### Desirable

- A practical knowledge of systems thinking and systems leadership and how these approaches can be used to transform services and systems.
- A demonstrable understanding of how systems operate and the impact they have on creating and maintaining inequity and disadvantage.
- Local or national experience around governance, policy, commissioning, service delivery or consulting related to at least one of the strands of multiple disadvantage.

# How to apply

## **Sending in your application**

To formally apply, please submit a CV and supporting statement that clearly outlines your suitability for the role against the criteria provided in the person specification. Please include your interest and motivation in applying for this position.

Please send your application to (inserting “*Application – Chair, MEAM*” into the subject field): [response@peridotpartners.co.uk](mailto:response@peridotpartners.co.uk)

If you would like to have an informal conversation about this opportunity you can email our advising consultants at Peridot Partners to arrange a call.

- Madeline Blair (E: [madeline@peridotpartners.co.uk](mailto:madeline@peridotpartners.co.uk) or M: 07904 812 645), or
- James Hunt (E: [james@peridotpartners.co.uk](mailto:james@peridotpartners.co.uk) or M: 07711 405 444)

## **Recruitment timetable**

Closing date for applications: By 9am, Thursday 21st July 2022

Interviews (virtual): From w/c Monday 1st August 2022

## **Supporting people with disabilities**

Homeless Link is committed to improving its employment opportunities for people with disabilities. Please let us know if you have a disability we should take into consideration. If you require support, modifications, adjustments, or special equipment to assist you with the recruitment process, please also provide brief details about this. We will contact you to discuss your requirements if you are shortlisted.

## **Supporting people with experience of homelessness**

As part of Homeless Link’s commitment to support people with experience of homelessness, we have committed to giving feedback to applicants who have experience of homelessness. If you are happy for the panel to know if you have had experience of homelessness and you would like to contact us for feedback on your application, please let us know in your applications. All applicants with experience of homelessness are able to request feedback following the interview stage.

## **Privacy Notice for Job Applicants**

**Data controller:** Homeless Link,  
Minorities House,  
2-5 Minorities,  
London EC3N 1BJ

As part of any recruitment process, Homeless Link collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

### **What information does Homeless Link collect?**

Homeless Link collects 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;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your gender, ethnic origin, sexual orientation, health and religion or belief.

Homeless link collects this information in a variety of ways. For example, data might be contained in application forms, CVs, job application cover letters obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

Homeless Link will 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 has been made and will inform you that we are doing so.

Data will be stored in Homeless Link's HR electronic filing systems and email.

### **Why does Homeless Link process personal data?**

Homeless Link needs to process your data to enter into a contract with you.

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

Homeless Link 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 the organisation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job and assess training needs. We may also need to process data from job applicants to respond to and defend against legal claims.

Homeless Link will process health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where Homeless Link processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes. Data that the organisation uses for these purposes is anonymised for reporting purposes and is collected with the express consent of applicants. Applicants are entirely free to decide whether or not to provide such data and there are no consequences of failing to do so.

Homeless Link will not use your data for any purpose other than the recruitment exercise for which you have applied, unless you give us permission to do so.

### **Who has access to data?**

Your information will be shared with colleagues in Homeless Link if access to the data is necessary for the performance of their roles. This includes members of the Central Services team, recruitment panel members for this vacancy and directors in the business area with a vacancy.

Homeless Link will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. Homeless Link will then share your data with former employers to obtain references for you.

Homeless Link will not transfer your data outside the European Economic Area.

#### **How does Homeless Link protect data?**

The organisation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. Access to the Recruitment Email and the Recruitment folder is restricted to the Central Services team. Hard copies of application forms may be made for shortlisting purposes but personal information, eg Name, Address etc is removed and only supplied to panel for applicants attending the interview. All hard copy papers are shredded at the end of the recruitment procedure.

#### **How long does Homeless Link keep data?**

If your application for employment is unsuccessful, Homeless Link will hold your data on file for 6 months after the end of the relevant recruitment process. At the end of that period your data is deleted.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personal file and retained during your employment. The periods for which data will be held will be provided to employees in a new privacy notice.

#### **Your rights**

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require Homeless Link to change incorrect or incomplete data;
- require Homeless Link to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where Homeless Link is relying on its legitimate interests as the legal ground for processing; and
- ask Homeless Link to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact Matt Harrison on [Info@homelesslink.org.uk](mailto:Info@homelesslink.org.uk). You can make a subject access request by completing the organisation's Privacy Rights Request Webform at the bottom of the organisations [Privacy and Data webpage](#)

If you believe that Homeless Link has not complied with your data protection rights, you can complain to the Information Commissioner.

#### **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to Homeless Link during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

#### **Automated decision-making**

Recruitment processes are not based solely on automated decision-making.



Homeless Link is the national membership charity for organisations working directly with people who become homeless in England. We work to make services better and campaign for policy change that will help end homelessness.

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Making Every Adult Matter (MEAM) is a coalition of Clinks, Homeless Link, Mind and associate member Collective Voice, formed in 2009 to improve policy and services for people facing multiple disadvantage. Together the charities represent over 1,300 frontline organisations and have an interest in the criminal justice, substance misuse, homelessness and mental health sectors

[www.meam.org.uk](http://www.meam.org.uk)  
@meamcoalition