

Sparrow Shared Ownership Ltd.



Sparrow
Shared Ownership

Director of Governance

Candidate brief

February 2025

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| YOUR APPLICATION

Thank you for your interest in the role of Director of Governance with Sparrow Shared Ownership Limited. On the following pages, you will find details of the role and the selection process to assist you in completing and tailoring your application.

You will no doubt do your own due diligence but do read this pack carefully as it will provide you with a good overview of the organisation and this role.

To apply, we will need the following from you:

- **A CV.** Make sure this confirms your current/most recent roles (you can sum up earlier roles, say before the last 15 years), tell us about your achievements so we get a picture of your skills and experience, and try to keep it to two pages or three at most;
- **A supporting statement.** We want to hear about your motivation, why this role/ why Sparrow, and you will also want to evidence how relevant your offer is to the role specification; again, ideally in two to three pages; and
- **The declaration form**, which is accessible via the role page on our website and includes space to indicate if you cannot attend any of the interview dates.

Please submit your completed application documents using the online form, which is accessible via our jobs page: www.campbelltickell.com/jobs. You will receive an email confirmation and see an onscreen confirmation message after submitting your application, but if you have any issues, you can call 020 3434 0990.

Please ensure we receive your application in good time:

The role closes on Wednesday 19th March 2025.

We look forward to discussing this opportunity with you.

Please do call me on 07706 369273 if you wish to have an informal discussion about the role and organisation, or if you have any other questions to help you decide whether to apply.

Kind regards

Bill

Bill Barkworth
Senior Associate Consultant
07706 369273



| WELCOME

Thank you for your interest in Sparrow Shared Ownership. You would join us at the beginning of an exciting journey as we develop and grow into one of the country's leading providers of shared ownership homes. We launched Sparrow in August last year with the backing of the Universities Superannuation Scheme Ltd. (USS), one of the UK's largest institutional investors, purchasing 3,000 properties from Sage Homes. Currently we have a manage-back arrangement with Sage, but over the coming months we will be taking on the management of our homes and embarking on our next stage of growth.

At Sparrow we believe in shared ownership as a much-needed option for people who would otherwise be denied entry to home ownership, since that remains unaffordable for so many. In some areas renting is no longer the cheapest option and can be insecure, so shared ownership brings more choice, particularly in this ongoing cost of living crisis.

Sparrow is proud to be contributing to the supply of affordable housing and are well positioned for future investment in growing our portfolio. We are also investing in ensuring that the people and families that live in our homes, have access to reliable services. Well-managed homes are very much our focus. At Sparrow, we know that delivery of a high-quality home is just the start of the customer experience journey. We want people to feel happy, safe and secure in their homes, and those feelings are intrinsically linked to the provision of excellent services. So, over the coming months at Sparrow, we will also be investing in building up our services infrastructure.

With a new Managing Director about to join us, we are seeking to strengthen our senior management team with the appointment of a qualified solicitor and governance specialist. Someone who can provide expert, timely and authoritative legal and governance advice and support to our Board and senior management across a wide range of complex legal and regulatory matters. Knowledge and experience of our sector would be useful but what will be most important is your experience of working within a highly regulated, customer focused, environment where your personal presence and gravitas means you can gain the confidence and work effectively with our regulators and other key stakeholders and partners. Sparrow has adopted the Corporate Code, so knowledge and experience of this and other relevant best practice would be an advantage.

This is a real ground floor opportunity to work closely with our key decision makers and take the lead in establishing best practice across Sparrow's corporate governance and compliance frameworks.

At Sparrow everyone's contribution matters, and every voice is heard. We will value diverse perspectives and readily welcome thoughtful and engaging challenge. If you like the idea of joining a team that is planning for continued success and impact, do get in touch with our retained recruitment partner at Campbell Tickell to find out more about this truly unique opportunity.

Warm regards,

David

David Avery | Chair

| ABOUT SPARROW

Sparrow Shared Ownership Limited (Sparrow) was launched in August 2024 as a Registered Provider, regulated by the Regulator of Social Housing.

What makes us a bit different is that we were launched with an exclusive and direct investment from a single pension fund, the Universities Superannuation Scheme Ltd., allowing us to acquire 3,000 shared ownership homes, across 250 sites across the country, from Sage Homes.

This £405m transaction marks the largest acquisition of a portfolio of shared ownership homes since the creation of the shared ownership scheme in 1990. It represents a major investment into the sector by one of the UK's largest institutional investors. The properties we acquired are tenanted, predominantly new build, almost all are freehold and there are no high-rise buildings.

With the ongoing support of Sage Homes, Sparrow Shared Ownership Ltd. will take over the management and operational responsibilities of the portfolio over the next 6 to 12 months. Sage Homes will continue to support the management of customer services across the portfolio in the meantime

As a Registered Provider, we are required by the regulator to be well governed, financially viable, and to provide safe and good quality homes for our customers. We need to meet consumer standards around transparency, quality and accountability. And because we are investing in our customers' homes using people's pensions, we have a duty to act in a responsible and equitable way. We are accountable to both our customers and to pensioners here in the UK.

Our mission is to provide Sparrow's shared owners with a great home that acts as a foundation for living, helping them on their journey in life. We want customers to be making the important decisions about their homes from buying a bigger share of their home to choosing to sell their Sparrow Home.

The Sparrow Ethos

Our three corporate values are integrity, trust, and excellence. This means considering our customers' interests first and being accountable to them, while also setting high standards for ourselves. We're committed to creating and nurturing a culture that embraces diversity, equity and belonging.

| OUR PEOPLE

Sparrow is governed by a highly experienced NED Board:



– [David Avery](#) | David served on the board of Clarion Housing Group for nine years, stepping down in July 2024. He was Chair of the group board for the last five years of his term. David has served on the boards of various housing associations for 20 years, notably as Chair of the Boards of Saxon Weald Homes, Peabody subsidiaries CBHA and Gallions, and most recently Clarion's Housing Association. Prior to his NED appointments David held various management roles in the global semiconductor capital equipment industry concluding as President of European Operations for Novellus Systems Inc.



– [Amanda Davies](#) | Amanda has more than 30 years of experience as an executive in the affordable housing sector. Latterly she was CEO of Pobl Group, the largest RP in Wales. Pobl owns and manages over 21,000 homes and has 2,500 staff. Amanda is a qualified accountant and has held several non-executive roles which have included education, affordable housing, economic regeneration and the charity sector. She is currently Chair of Valleys to Coast Housing Association, a member of the Board of Marie Curie Cymru and has a governance role with Welsh Water appointing its membership.



– [Jonathan Wallbank](#) | Jonathan is an independent non-executive director at Sparrow and chair of its Audit and Risk Assurance Committee (ARAC). Jonathan is a certified chartered accountant with a wealth of experience in the social housing sector. He is currently Group Finance Director at Orbit Group and has just completed his term of office as an independent member of the Board at Rooftop Housing, where he was deputy chair of its Audit and Risk Committee. Prior to joining Orbit Group Jonathan worked for the US retail chain Gap.



– **Sarah Wall** | Sarah is a former independent member of the English social housing regulator’s regulation committee. She was formerly a senior funder of social infrastructure within the pensions and insurance industry, at Prudential, the Pension Protection Fund and Aviva. She has extensive risk and governance experience, including as head of investment risk at insurance company the Pension Insurance Corporation. Previous Board roles have included Chairing the Credit Committee and sitting on the board of Saltire Housing, the funding vehicle for the UK Government’s latest £6bn Affordable Homes Guarantee Scheme.



– **Eamon Ray** | Eamon is the Head of Private Credit and Alternative Income at USS. He is responsible for managing USS’ activities across credit, alternative income and matching asset classes, including a team of 30 personnel and £10bn+ of assets under management. Eamon has led the team’s sourcing, investment and asset management activities across a wide variety of sectors including social housing, equity release mortgages and property development finance. He holds multiple Board positions including at Registered Providers in the social housing space as well as at specialty finance businesses. Prior to joining USS, Eamon worked at GE Capital and Deloitte. He is a member of the Institute of Chartered Accountants of England and Wales and is a CFA Charterholder.



– **Andrew Rose** | Andy is an experienced non-executive director. He is a former chief executive of the Homes and Communities Agency (HCA), the non-departmental public body that was responsible for the country’s affordable housing investment and delivery programmes, until 2016. The HCA was replaced by Homes England in 2018. His previous roles include chief executive, Infrastructure UK, HM Treasury; executive board member, Partnerships UK PLC; Partner, AgFe; and Managing Director, Canadian Imperial Bank of Commerce.

ROLE PROFILE

Role purpose

As Director of Governance for Sparrow Shared Ownership Ltd. (SSOL) you will play a vital role in ensuring compliance with legal and regulatory requirements, facilitating board governance, advising on corporate governance matters, and supporting corporate decision-making processes.

You will provide advice to the SSOL Board, Executive Team and Committees, working with our parent company, USSL.

Key responsibilities

Company Secretarial

1. Coordinate and facilitate board meetings, including preparing agendas, board packs, action tracking and minutes.
2. Ensure the timeliness and completeness of all corporate returns including those to the Social Housing Regulator, Companies House and the Financial Conduct Authority.
3. Draft and file statutory documents, such as annual returns, board resolutions and meeting minutes.
4. Maintain corporate records, registers and statutory books as per the applicable laws and regulations.
5. Advise management and board members on corporate governance best practices, legal requirements and compliance issues, including Corporate Code.
6. Be accountable for the delivery and management of budgets within the Company Secretarial and Governance functions

Governance

1. Take corporate oversight and responsibility for SSOL's governance related activities, including Corporate Code compliance reporting, the management and reporting of risks, data protection, health and safety, compliance and regulatory requirements.
2. Deliver continuous improvement of the performance of Governance activities through the development and implementation of clear actions, policies and processes.
3. Continually scan the operating environment and horizon to ensure the Board and Executive Team are aware of relevant and emerging issues in governance and compliance.
4. To be the designated person in respect of regulatory and compliance obligations including GDPR data controller and whistleblowing procedures.

Legal

1. Responsible for managing and instructing external legal counsel.
2. Provision of legal advice related to the day to day running of the business.

PERSON SPECIFICATION

Knowledge and experience

- Degree level qualification or equivalent.
- Qualified solicitor, ICOSA or relevant professional experience.
- Experience of the social housing sector and regulatory landscape including experience of IDA's is desirable but not essential.
- Minimum of 5 years of experience as a company secretary or a similar lead role in corporate governance and compliance.
- Experience of providing strategic and operations advice in governance and compliance at board level.
- Strong knowledge and understanding of corporate law, regulations and governance principles with experience of complex property contract negotiations and regulatory issues.

Skills and abilities:

- Excellent communication and interpersonal skills, with the ability to interact effectively with senior colleagues, board members and key stakeholders.
- Ability to work independently and handle confidential information with discretion.
- Attention to detail and the ability to work effectively under pressure in a fast-paced environment.
- Strong report writing skills, able to produce concise, focused reports.
- Is IT literate, used to working with electronic information and across digital platforms.
- Keeps up to date with the social, regulatory, policy landscape for our organisational context, able to horizon scan.

Personal attributes and behaviours

- Ensures all work is aligned to vision and values.
- Set and achieve high standards of quality and timing of work.
- Is open to learning, welcomes constructive feedback on own performance.
- Role models, ethics, standards and conduct expected of a leader.
- Is problem-solving, with a can-do approach.
- Works with integrity, is an advocate for equality, diversity and inclusion.
- Encourages creativity, is open to new ideas and innovation.

KEY TERMS & CONDITIONS

Remuneration:

Director of Governance

Remuneration:

Competitive salary plus PRP

Pension:

5% employee and 5% company contributions

Annual Leave:

26 days plus bank holidays

Additional Benefits:

- Group Life Insurance (x4 annual salary death benefit)
- Health Cash Plan

Location:

From May 2025 our offices will be located at Sparrow Shared Ownership Limited, 4th Floor, 241 Southwark Bridge Road, London, SE1 6FJ



| DATES & SELECTION PROCESS

Closing date | Wednesday 19th
March 2025 | 9am

We will be in touch to let you know the outcome of your application by the end of this week.

First interviews | Monday 31st March
2025 | via Teams

Longlisted candidates will be interviewed by a Campbell Tickell panel with Jim Green, Senior Consultant, and Bill Barkworth, Senior Associate Consultant.

We will be in touch to let you know the outcome of the interview week commencing 7th April.

Final interviews | Monday 14th April
2025 | In Person | In London

There will be a final panel interview with Sparrow Board colleagues: David Avery (Chair of the panel), Sarah Wall, Jonathan Wallbank, and Aydin Latifov (University Superannuation Scheme). Campbell Tickell will also be in attendance.

The successful candidate will then be invited to meet our parent company, Sparrow Housing Group Board members, Eamon Ray and Andrew Rose along with Amanda Davies (Sparrow Shared Ownership Board member) and Anita Khan (Managing Director designate, in attendance as an observer) week commencing Monday 14th April or week commencing Monday 21st April.

If you are unable to participate on any of the identified dates for interviews, please do speak to Campbell Tickell before making an application.



MEDIA ADVERTISEMENT

Sparrow Shared
Ownership Ltd.

Director of
Governance

Competitive salary plus PRP
London | Flexible location

Sparrow is a new and growing housing provider, backed by the Universities Superannuation Scheme Ltd., one of the UK's largest institutional investors, and we are intent on becoming one of the country's leading providers of shared ownership housing.

We are looking for someone excited about being in on the ground floor and who can lead and develop our approach to legal, governance and compliance, providing clear, high-quality support and advice and excellent service to our Board, senior management colleagues and stakeholders.

As Director of Governance, you will understand that we operate in a highly regulated environment – yet we're all about people. So, your strong technical governance expertise and close attention to detail and quality will be matched with a passion for excellent customer service outcomes. You will be professionally qualified with experience of working at a senior level in governance and with the gravitas and personal presence to give confidence to a wide range of people.

It's an exciting time to be joining our leadership team as we make plans for the future, for our continued success and increased impact. We are proud to be contributing to affordable housing supply across the UK, and are in the business of shared ownership homes, offering choice and flexibility.

You can download a job pack from

www.campbelltickell.com/jobs

Closes | 19th March 2025 | 09:00

For further discussion, contact

Bill.barkworth@campbelltickell.com

07706 369273

CAMPBELL TICKELL

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