



Join our team!

YorSpace, we hope, is on the brink of achieving something really big at Lowfield Green. Our end goal – of building a series of practical, sustainable homes that will remain affordable forever – is going to benefit a lot of people and make people's lives better.

YorSpace is looking for enthusiastic and proactive volunteers to join our rapidly growing volunteer team. You will be able to provide much-needed advice and support to the YorSpace team as we bring affordable, sustainable, community-minded living to York.

YorSpace is a volunteer-led Community Benefit Society that is powered and directed by its members. If you care about building low cost, co-operatively owned, sustainable homes, we'd love you to join us. Membership is open to all and costs just £2! See [here](#) for details of how to get involved.

The Hub

This is a group of members who take on the day-to-day management of the Society - this group meets twice a month to collaborate on YorSpace tasks and organise and attend other events and meetings as and when they are needed.

Any Member can join The Hub, whether they want to live in a YorSpace property or not. By choosing to become a member you agree to commit to help the Society meet its Vision, Mission and Aims to bring low cost, cooperatively owned, environmentally sustainable, community focussed homes to York.

Board

In addition to the above we also have roles that need to be filled on our Board of Directors, we are looking for people with relevant skills and experience in housing development. As well as Secretary and Treasurer positions to help run our Community Benefit Society.

Please see over for job description. Drop us a line if you or someone you know might like to know more on the email address here: yorspacehousing@gmail.com



Job Description

Role title: Treasurer

The Treasurer has a watchdog role over all aspects of financial management, working closely and with support from other members of the Hub to safeguard the organisation's finances.

See here for more details on the role of a Treasurer:

<http://www.diycommitteeguide.org/resource/what-role-of-treasurer>

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|---|
| 1. What? List all the specific duties and responsibilities associated with the role. |
| <ol style="list-style-type: none">General financial oversight, including for the following:<ul style="list-style-type: none">Funding, fundraising and sales - with support from delegated Funding teamFinancial planning and budgeting - with support from Financial team and liaising with Professional consultantsFinancial reporting to FCA (Financial Conduct Authority)Banking, book keeping and record keeping- with support from Financial team and any others responsible for book keeping and record keepingControl of fixed assets and stock - with support from Financial team & Professional consultantsOverseeing (with support from the Financial Team) the offering of and management of funds raised by Community Shares in YorSpace CBS.Overseeing (with support from the Financial Team) the borrowing and management of development loan raised by YorSpace to fund the building of homes. |
| 2. When? When and how often will meetings be held (day, eve, weekly, monthly, etc)? How much time commitment required? |
| Meet once a month - either a week day evening or a weekend morning Be able to offer 6-8 hours a month to work on the project excluding meetings |
| 3. Where? Where will meetings take place? Are there any access issues? |
| Meeting venue to vary - Central York with level access |
| 4. With whom? Size of committee? Sub-groups? Direct contact with staff? Team skills? |
| Working with other Board and Hub members including secretary, chairperson and financial team |
| |



5. Support & Training? What support will be offered? What induction will be provided, etc?

Support from existing Directors & bank account signatories
Induction on current financial accounts & bank account
Introduction to relevant consultants
Handover of hard copy files - bank details, receipts etc..

6. Expenses? What expenses do you offer (travel, telephone, etc)? Will people be out of pocket?

If there are expenses allocated as part of funding bid grants then travel, printing, and any other relevant expenses incurred in fulfilling the Treasurer's role will be covered.

7. Motivational Factors/Benefits? What does the role offer the individual (a challenge, development opportunity, a chance to change things, etc)? How will you "sell" this?

As with other Board members, the Treasurer has the opportunity to be part of and support a team of volunteers who want to provide an alternative and groundbreaking model of housing development in York. Specifically, the Treasurer will have overall responsibility for supervising the financial management of a fledgling Community Benefit Society, that is

- committed to delivering low cost, cooperatively owned, environmentally sustainable community housing in York.
- looking to create a new fairer model of home ownership
- redefining housing development finance with community investment

8. What particular skills, experience, or qualities are needed for this particular role?

Sound financial management skills, including accountancy, book-keeping and/ or good management of personal finances
Computer and spreadsheet skills
Familiarity of Internet banking and other online services
Ability to work in a team, collaborate with others and delegate tasks

The position is available on a twelve-month term from 26th January 2017

- Directors and board members are elected annually

P.T.O For details of Company Registration.



SUSTAINABLE . COOPERATIVE
COMMUNITY LED HOUSING

Form Z



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CO-OPERATIVE AND COMMUNITY BENEFIT SOCIETIES ACT 2014
Acknowledgement of Registration of copy of Special Resolution

Name of Society: **Yorspace Limited**
Register No. **7476**

The copy of the special resolution appended hereto is this day registered under the Co-operative and Community Benefit Societies Act 2014.

Date: **26 January 2017**

