

Get on Board

Terms & Conditions

How to make good use of the National Housing Federation board member recruitment service

1. Introduction

Get on Board is the National Housing Federation initiative that aims to broaden skills, experiences and backgrounds on housing association boards and help organisations fill their board vacancies.

Since the service was relaunched in March 2005, Get on Board has helped over 200 housing associations and matched 300 candidates to housing associations' boards across England.

2. Costs

Get on Board is a service that enables you to advertise and search for candidates for free. Costs for members are £500 (including VAT) and £600 for non members (including VAT) for every match made with a candidate from the scheme. An invoice will only be sent at the end of the process, once you have appointed a candidate introduced from the scheme onto your board/management committee.

If you are a member of the Leadership Lounge, the Get on Board service is completely free of charge, regardless of how many matches are made. More details on the Leadership Lounge can be found [here](#).

Advertising on the scheme through the Get on Board vacancies list remains free.

An invoice will only be sent at the end of the process, once you have appointed a candidate introduced from the scheme onto your board.

Part of the fees received will be reinvested into developing the scheme further and ensuring that it remains good value for money by increasing our current pool of candidates, and organising recruitment events.

3. How the service works

As a client, there are two ways you can make use of the service. Once you have a vacancy on your board, you can either:

- a. View the current list of candidates online at [Get on Board](#) and search for available candidates who may fit your requirements
- b. Advertise your vacancy on our website and to the group of volunteers that have registered their interest with the scheme

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25 Procter Street
London WC1V 6NY

Tel: 020 7067 1010
Fax: 020 7067 1011

Email: info@housing.org.uk
Website: www.housing.org.uk

- c. If you find someone on the candidates' list that looks interesting, please send an email [Get on Board](#) with the candidates' reference number. You will then be sent their CV for you to review. If you decide that you want to contact the person, please [inform](#) us know so that a 'warning' email can be sent to the candidate before you make contact with them. This ensures that the candidate is aware of the organisation interested in them prior to being contacted, which they tend to prefer.
- d. If you decide that you want to advertise your vacancy on the Federation website, contact send an [email](#) with the following information:
- Skill set required
 - Time, frequency and location of meetings
 - Deadline for the recruitment process and information on its process (e.g. are you advertising, is there a recruitment pack to complete)
 - Contact details and email address of a person to whom the CVs of interested and potential candidates can be sent.

DO let us know how you get on with the application process once you have received CVs of candidates. There are over 800 candidates registered with the scheme and it is important that we keep track of where they have been introduced and whether they are still available for other positions.

DO get back to all candidates that you have interviewed with any feedback or at least to let them know that they have not been successful. They may not have been suitable for your board but could be just the candidate another organisation's needs! Good practice in any sector encourages the interviewing organisation to get back to their candidates, as it is an opportunity to ensure they keep their good opinion of the company and the sector.

DO get back to us if you decide not to take a candidate's application further and do not wish to contact them. They may be aware that their CV is with you and would expect an answer from us, even if it is a no.

By using the Get on Board service via the housing.org.uk website, you agree to abide by its terms & conditions as listed below:

1. The National Housing Federation does not run checks on the candidates who are registered with the scheme. A candidate's inclusion on the list does not infer National Federation approval to any candidate. The National Housing Federation disclaims any liability in connection with any appointment. No refund will be provided in case a candidate from the scheme is appointed and leaves, is dismissed or otherwise turns out to be unsuitable.
2. The Federation does not guarantee that the client will receive any responses to its displayed job vacancies.
3. The client is responsible for verifying the applicant's identity, eligibility to work, experience, training, qualifications and authorisations required by the client, by law or by any relevant professional body for the vacancy.
4. The client agrees to contact candidates who they have to advise on their success and provide feedback wherever possible
5. The client agrees to inform the Federation's Get on Board Team immediately if they decide to appoint a candidate from the scheme to their board or management committee so that the participation fee can be invoiced.
6. The client will comply with all current anti-discrimination legislation and agrees to adhere to advancements made in this area. The Client will indemnify the Federation against any losses in connection with any contravention of these particular laws and regulations of England and Wales.
7. The client shall not post any vacancy that directly or indirectly promotes age discrimination.
8. The Federation reserves the right to remove any advertisement of any vacancy at any time without notice, should it consider its content illegal, inappropriate, fraudulent or damaging to its reputation.
9. From time to time the Federation will contact the client in order to evaluate the service they receive and also to promote the Federation's recruitment services and products.
10. The Federation reserves the right to change any aspect of the recruitment service and /or these terms and conditions, at any time without notice.