

Spotlight Panel - Application pack

Why get involved in Spotlight?

At Origin we’re keen to ensure that we listen and respond to the needs of our residents. As services are developed, we want to make sure that these are meeting the needs of residents and that good quality services are being delivered to residents at a local level.

Help make a difference

Spotlight is one way of ensuring that we’re accountable to residents for the performance and quality of services which are delivered in a local area. By becoming a member of the Panel, you’ll help services to continually improve which will benefit yourself and your family, as well as your neighbours and community.

Develop new skills

Working on Spotlight is a learning experience. You’ll learn how to challenge performance information, as well as learn more about how Origin works. Your listening and analysing skills will develop over time, as well as your ability to speak out confidently at meetings and voice your opinion. Should you be successful, induction training will be provided. There will be further opportunities to develop and learn more throughout the course of your term as a panel member.

Improve your opportunities and CV

Employers view being involved with a panel of this kind favourably, as it shows that you are proactive and able to deal with formal meetings and the papers that come with them. Being a member of a panel will therefore enhance your CV.

Get to know your landlord and the services you should receive

Getting involved means you will be more aware of the services which you and your neighbours should be receiving from your landlord and of the standard that those services should be. This will enable you to hold Origin to account.

Get to know more about your neighbourhood and community

Some residents tell us that they think they (and their neighbours) should/could be getting a better service from their landlord. If you feel like this, then getting involved with Spotlight is one way of doing something about that. You’ll be working with staff to improve services that you and your neighbours receive by challenging poor quality services and encouraging good performance.

**Role Description**

Members are required to:

* Act in the best interests of Origin Housing Group and preserve the confidentiality of any information received whilst involved in Spotlight
* Personally uphold the values of the organisation and to observe all codes of conduct relevant to the role
* Declare any conflicts of interest
* Promote equality and diversity within Origin
* Have experience of or willing to learn basic IT skills

Members may be required to:

* Attend appropriate training courses as required, as well as identify any training that may help members in their role Skills and Abilities

Interpersonal and communication skills

* Team working and networking skills
* An appreciation of current issues in social housing or a public sector environment
* Ability to focus on the current task
* Ability to consider issues and problems
* Ability to form objective views based on evidence
* Ability to analyse information and opinions and, when necessary, challenge constructively
* Ability to actively listen at meetings
* Ability to ask open questions
* Willingness to learn and develop any of above Personal Qualities

If after reading this you’re interested in getting involved, please complete the application form below and sending it to Community.development@originhousing.org.uk by 19th February 2021.

You’ll then be invited to attend an interview with staff and a resident from Spotlight may also be present (you’ll be interviewed by a maximum of three people via Zoom).

If you have any queries or would rather speak to someone before completing the form, contact the resident involvement team: Phone: 0300 323 0325 E-mail: Community.development@originhousing.org.uk

**Application form for membership of Spotlight**

Please note: All information is strictly confidential and will be used only by those involved in the recruitment process for Spotlight.

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| **SECTION A** |

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| --- | --- | --- | --- |
| Surname |  | Forename(s) |  |
|  |  |  |  |
| Title *(e.g. Mr/Mrs/Miss/Ms/)*  |  | Preferred Name |  |
|  |  |  |  |
| Address |  |
|  |  |  |  |
|  | Postcode |

|  |  |
| --- | --- |
| Mobile Tel No: |  |
| Email Address: |  |

**Preferred method of contact:**

If your application is successful, interviews will take place on the following dates and times.

Please tick which times you are available:

Wednesday 3 March - 1:30pm-2:30pm 🗆 2:30pm-3:30pm 🗆 3:30pm-4:30pm 🗆

Thursday 4 March - 1:30pm-2:30pm 🗆 2:30pm-3:30pm 🗆 3:30pm-4:30pm 🗆 4:30-5:30pm 🗆

If you are not available for any of these times, please advise your availability on the week commencing 1 March 2021.

**Do you have a disability? Yes / No** (please delete as appropriate)

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| --- |
| **If your circumstances require special provision to attend meetings, please provide details below:** |
|  |

**Are you currently or have you previously been employed by Origin? Yes / No**

If yes, in which position and when:

**Are you able to commit to attending Panel meetings at least 3 times per year? Yes / No**

Origin is committed to ensuring that its services are accessible to everyone regardless of race, gender, ability, religion, sexual orientation or age. The information you give on this form will help us comply with our policy of ensuring equality in our services to you. No information will be published or used in any way that allows individuals to be identified. We recognise that some people may regard this information as private and therefore have the option of ‘prefer not to say’ in all categories.

|  |  |
| --- | --- |
| Age |  |
| Ethnicity |  |
| Marital Status |  |
| Sexual Orientation |  |
| Religion |  |

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| **SECTION B** |

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| I would like to be a member of Spotlight because:  |

You may continue on a separate page (A4), if you wish

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| **SECTION C** |

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| I have the following interests, experience and knowledge which equip me to be a Spotlight member: |

You may continue on a separate page (A4), if you wish

|  |
| --- |
| **Declaration:** |
| * I do not have a County Court judgement against me in favour of Origin
* I declare that the information provided by me is true and accurate and I understand Origin may conduct any searches and checks in order to verify this information.

Signed ………………………………………………………..……….Date…………….……………. |

Please return this form to: Community.development@originhousing.org.uk by the 19 February 2021.