

St. George's Crypt



St.
George's
Crypt

Finance Trustee Application Pack

Ending Homelessness, Restoring Lives, and Sharing God's Love



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Welcome

Thank you for your interest in the position of Trustee for St. George's Crypt.

We are a Christian charity, which has been offering a beacon of hope to those experiencing homelessness, addiction or loneliness, since 1930.

Our Board of Trustees exists to provide a broad range of skills which enable our Senior Leadership Team (SLT) to further the impact of the charity across the city of Leeds and beyond.

“From a bench to citizenship”.

We exist to offer a safe and welcoming environment in a variety of places in Leeds to the street homeless, those addicted to drugs and alcohol and those finding themselves in unsafe or vulnerable tenancies.

We have a stable, well trained team of around 100 people. Our staffing turnover is low and the SLT continue to invest in their teams ensuring the best service delivery and employee satisfaction.

Our Chief Executive Officer (CEO) is committed to developing the charity into a sustainable and publicly supported provider of assistance, upholding the amazing reputation we have gathered in the city.

Part of our vision is to grow our housing stock as well as maintaining our existing accommodation and helping any street homeless person coming to our doors.

To achieve this, we work with numerous partner agencies and government departments across the city.

If you feel you have the skills, drive and qualities to join the Board, we would like to hear from you.

With kind regards on behalf of the Trustees.

Our Mission and Our Values:

Rooted in Christian compassion, our mission is to ensure that every person in Leeds has access to shelter, support, and dignity - regardless of background - through compassionate care on their journeys out of homelessness.

We are working towards a Leeds where homelessness is eradicated, and every person has access to safe, stable housing and the support they need to thrive. We see a future where everyone, no matter their starting point, has the opportunity to rebuild their life with dignity and hope.

With over a century of service, our strategy sets out a clear, ambitious framework to solidify our leadership in homeless support services and guide our growth in the years ahead.

Our work is underpinned by five core values:

- **Care:** We prioritise the physical, emotional, and practical well-being of those we serve.
- **Compassion:** We act with empathy and understanding, offering support without judgment.
- **Christianity:** We treat every individual with love, dignity and respect following the example of Christ.
- **Collaboration:** We build strong partnerships to ensure joined-up services for our clients.
- **Community:** We foster inclusive spaces where everyone can belong, participate, and grow.

Equality and Diversity

Our charity objectives state that it is our belief that the dignity of the human person is rooted in their creation in the image of God and therefore all have inherent and equal worth. We stand for respect and freedom for everyone and tolerance and understanding between people. This is evidenced by involving and including people from different backgrounds, races, genders and sexual orientation.

Transformation

We work with all in need tending to their physical, emotional and spiritual needs. We believe that everyone can learn and change and should have the opportunity to become independent, realising their full potential and making a contribution to society.

Community

We believe that a healthy community is one to which people feel that they belong. Within St. George's Crypt we are committed to a way of life where service users, volunteers and employees experience a sense of belonging to and identify with the community, instilling hope for the future.

Listening

We believe that a tolerant society is one in which different people can live together in peace. In working together to deliver the work of STGC, we always endeavour to trust one another, being patient and forbearing. We pay attention to the way we speak to one another, and even when it is uncomfortable to do so, confront difficulties carefully and with compassion.

Our Objectives:

- To provide the best service within the city led prayerfully in a Christ-like way.
- To strengthen the charity, be responsive to changing social needs and to ensure the services for those most in need are there for the future regardless of outside influence or political change.
- In addition we would like to expand our female residential therapeutic project Growing Rooms Ladies to equal the residential numbers of the male project.
- Improve our support for clients through our Chaplaincy and Health and Wellbeing teams in order to encourage residents to involve themselves in a pro-active and empowering journey to independence and citizenship.
- Build good relationships with Government departments, local Council and third sector partners in order to have a strong voice in strategically developing provision of services in Leeds.
- Create additional emergency and move-on accommodation.

The Challenges:

- To ensure the charity is sustainable and fit for purpose
- To train and improve the skill sets of all our teams
- To build on current and future relationships
- To provide donors, benefactors and beneficiaries with clear, honest information
- To deliver our charitable objectives within a strategic, accountable manner
- To manage change in a smooth and confident manner.

St. George's Crypt in brief

St. George's Crypt was born from a desperate need identified by our founder the Revd. Percy (Don) Robins in 1930, as an immediate help to those suffering from the Great Depression and lack of work in the city of Leeds.

He cleared the Crypt of debris and offered a simple cup of cocoa and a slice of bread to all who called upon the Church to help.

Since then only the Second World War closed the Crypt and it was used as a public air raid shelter, opening again as soon as the war ended.

St. George's Church and parishioners were committed to helping those in great need offering shelter, food and clothing to the men who queued up every evening as well as outreach work, within a seriously deprived parish at the time.

In the current era "The Crypt" as it is known in Leeds helps many homeless and destitute men and women on an immediate basis offering all that they did in 1930 but over a 24 hour period, 7 days a week, 365 days a year.

We have move-on residences across the city and in total have 158 bed spaces.

We have the city's only male and female residential drug and alcohol therapeutic recovery programme with a current total of around 40 bed spaces shared in houses of 4-beds.

We have recently built two new residential premises, one of 14 studio flats, plus 24 one and two bedroom apartments for people in the second stage of moving into a full-time tenancy. These have both won awards and are to be the templates for further developments once we become a Registered Provider.

We work closely with Leeds City Council and are commissioned to run five contracts of various sizes and scale to help meet the demands of the city regarding rough sleeping and addiction.

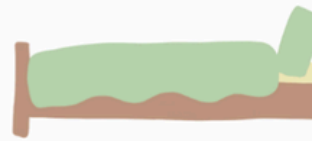
We are proud to work closely with other partner agencies in our quest to end homelessness in Leeds.



A Snapshot of 2025



41,693 beds provided across our services for different needs



11,632 care centre beds providing emergency accommodation



17 people completed our rehabilitation programmes and are now substance free



819 residents across our accommodation services positively moved on



Over 140 hours of client engagement with activities we delivered



750 clients attended health services organised and delivered through The Crypt



22,000 hours of volunteering given to help support the organisation



2000+ meals per month produced for homeless and vulnerable people who accessed our service



280 showers provided to clients



Over 5000kg of food per month saved from landfill



2,790 items of clothing provided to clients



3,052 referrals from other agencies



In the last year we held 456 worship services across the charity.

Our Client Group

There are no specific groups of people that attend the Crypt except that they are in need of support in various ways.

The makeup of our client group is varied and diverse.

We find that most have had some sort of traumatic incident in their lives, be that a relationship breakdown, loss of employment, introduction to addictive substances or perhaps mental health issues. The age range we look after is from 16 to end of life. We work with partner agencies such as St. Gemma's Hospice and the NHS to care for our residents in our accommodation for as long as possible.

The interview and selection process is robust and graded through a fair and open matrix system. There are very few reasons for one of our services not to admit.

We accept referrals from various agencies such as Leeds City Council, Police, Social Services, NHS, HMP, self-referral, family referral or any other such agency who have cause to refer to us.

To protect staff and other clients we have limits to accepted behaviours and have a range of procedures to deal with any instance which could jeopardise their stay with us.

We want clients wherever possible to engage with the support provided to rehabilitate and go from 'bench to citizenship'. It is our last and final option to cease support or accommodation, we see that as a failure and only adding to the problem.

All our residents have the option to take advantage of our Health and Wellbeing programme, which leads onto volunteering opportunities and possible employment.

We currently employ around 30% of the staff team who have lived experience which raises the skills level and knowledge pool to enable us to provide the most empathic service we can.

Senior Leadership Team



Chris Fields, CEO

Chris started at the Crypt managing the wet hostel Regent Terrace where he very quickly learnt the importance of specialist care for people with entrenched addictions and all the associated issues they bring physically, personally, and financially.

He became Operations Director and then CEO in 2010.

Helen Bown-Brownridge, Deputy CEO

Helen comes with more than 36 years of experience in customer facing Hospitality, Retail and Fundraising.



Keith Swallow, Head of Finance

Keith brings an array of different sector knowledge obtained over years of experience. He brings robust procedures and processes to the charity.

Revd. Andy Muckle, Crypt Chaplain

Revd. Andy Muckle is the full-time Chaplain attending to the Pastoral and Spiritual needs of our clients and staff.



Administration



Martin Barry

PA to Trustees, CEO, Deputy CEO & FutureProof.

Role Purpose

Trustees provide strategic leadership, ensuring that St. George's Crypt fulfils its charitable objectives, makes a positive impact in the Leeds community, and remains financially sustainable. Trustees act collectively to safeguard the charity's values, reputation, and long-term effectiveness.

Key Responsibilities

Governance & Strategic Leadership

- Set and review the charity's strategic direction in alignment with its mission to support homeless and vulnerable individuals in Leeds.
- Ensure that all activities deliver public benefit and comply with charity law, the governing document, and regulatory expectations.
- Monitor risks and ensure that robust governance structures are in place.
- Support and review the work of the Head of Finance and finance team.
- Oversee the external financial audit process, from appointment of auditors to implementation of any recommendations.

Financial Oversight

- Oversee financial performance, ensuring funds are used responsibly and transparently in line with donor expectations and regulatory requirements.
- Review budgets, annual accounts, and financial policies, ensuring sustainability of services such as emergency shelter, addiction recovery programmes and meal supervision.
- Ensure effective oversight of the Crypt's financial affairs and its financial viability.

Support for Senior Leadership

- Provide guidance and constructive challenge to the CEO and senior leadership team.
- Ensure leadership decisions reflect the organisation's values and strategic propositions.

Key Responsibilities

Advocacy & Representation

- Act as an ambassador for St. George's Crypt within Leeds and beyond, promoting awareness of its services and impact.
- Represent the charity's values of compassion, dignity and hope.

Compliance & Accountability

- Ensure the charity meets all legal and regulatory obligations, including those set by the Charity Commission.
- Uphold confidentiality, ethics, and good governance practices at all times.
- Ensure the Crypt fulfils its mission and values, taking advantage of new opportunities and navigating challenges and managing risks appropriately.
- Ensure that the Crypt has sound financial policies, controls and governance in place, and complies with these.

Monitoring Impact

- Evaluate the effectiveness of programmes such as residential support, training opportunities, and health and wellbeing initiatives.
- Ensure that all services remain responsive to the needs of homeless and vulnerable people in Leeds.
- Give clear strategic direction, setting overall policy and goals, and monitoring progress and impact.
- Understand the Charities Statement of Recommended Practice (SORP) and provide guidance on accounting and financial reporting for the charity.

Person Specification

Knowledge and Experience:

- Able to demonstrate their Christian commitment.
- Ideally a trustee would have some experience of the third sector and how it functions.
- A trustee must have a commitment to the vision and purpose of St. George's Crypt and embrace its passion in improving lives by the love of Christ.
- Have empathy in the situations of our varied client base and work with the senior leadership team and board of trustees in finding solutions to their situations.
- Previous non-executive board experience and collaborative team working.
- An excellent understanding of government due diligence and able to make difficult or complex decisions.
- Support and advice in the delivery of St. George's Crypt's strategy.
- Experience of working at a senior management level in a finance role.
- A qualified accountant with charity experience (Desirable).

Personal Attributes

- Committed Christian
- Committed to the values of St. George's Crypt, leading by example and showing the utmost integrity
- Team player and good listener
- Empathetic

Other Role Information:

- This role requires attendance in person at board meetings every two months, plus review of paperwork in advance. Participation in sub-committees and other tasks will also be required from time to time.
- The position is unremunerated although reasonable expenses in the role will be reimbursed.
- We appoint for an initial term of three years renewable by agreement for up to two further three year terms.
- Trustee meetings currently take place at St George's Crypt or St George's Conference Centre, LS1 3DL on Monday evenings from 5:30 - 7:30pm. Parking is available on site.