

# CHAIR OF TRUSTEES



St John's  
Winchester

Candidate Information Pack 2024



# Welcome Letter

Dear Candidate,

Thank you for your interest in the role of Chair of St John's Winchester. As the Chair of the recruitment panel, I am delighted that you are considering joining us at such an exciting and pivotal time in our charity's journey. St John's Winchester has a proud history spanning over 900 years, providing vital support and housing to older people in our community. As we look towards the future, we are committed to expanding our impact while preserving the values that have guided us for centuries.

The role of Chair is crucial to our success, helping to lead the board and support our CEO in delivering our strategic vision. We are looking for someone with strong leadership skills, a passion for providing care, and a desire to build on the legacy that defines our charity. This position is voluntary but immensely rewarding, offering the chance to shape an organisation's future with deep roots in the heart of Winchester.

I encourage you to review the candidate pack and consider how your experience and values align with our mission. We look forward to hearing from you and exploring the possibility of welcoming you to the St John's Winchester community.

Warm regards,

Richard Corden - Trustee

Chair of the Recruitment Panel, St John's Winchester



# About Us

St John's Winchester is one of the oldest almshouse charities in England, with a history that stretches back over 900 years. It was founded in the 12th century by Bishop Henry of Blois, a key figure in Winchester's medieval history and the brother of King Stephen. The charity's original mission was to provide care and shelter for the poor and elderly, embodying values of compassion and care.

The almshouses in the heart of Winchester have evolved over the centuries but have always remained dedicated to supporting our residents. Throughout its long history, St John's has expanded its services to include a range of housing and welfare support, responding to the changing needs of society.

Today, St John's Winchester is dedicated to supporting older people. It offers sheltered housing through its almshouses and provides specialised care services, including dementia support. The charity sustains its work through a substantial property portfolio, continuing to serve the Winchester community while evolving to meet contemporary needs.

Visit our [website](#) for more information about the work we do.



# 2024 Snapshot

- Almshouse Units: 99 units providing independent housing for over 100 residents.
- St John's Hand in Hand: A community outreach service offering friendship, support, and signposting services to help older people in Winchester live independently and well.
- Dementia Support: A dedicated service providing practical support and expert guidance for individuals living with dementia, as well as their families and carers, including a Memory Wellbeing Centre that offers specialised activities and care.
- Commercial Property Assets: £24 million
- Total Property Assets: £36 million
- Annual Income: £2.6 million
- Annual Operating Expenditure: £2.8 million
- Listed investments: £14 million
- Number of Employees: 48 staff members
- Total net assets: £50 million

The governing Board of Trustees, comprising 13 members, meets four times per year, supported by our sub-committees.



# Our Strategy

St John's Winchester's strategy is rooted in a vision of providing compassionate care, housing, and support for older people, while also reflecting the values of a contemporary community that honours its 900-year history. Our strategy emphasises the dual themes of personal reflection and care, ensuring that our services not only meet the immediate needs of residents but also reflect our community's commitment to supporting vulnerable individuals. We are focused on enhancing our property portfolio, developing dementia care services, and creating innovative fundraising solutions, all while staying true to our legacy of service and adapting to modern challenges. Our long-term plan includes building a sustainable financial foundation, expanding our community engagement, and strengthening partnerships to ensure we provide high-quality support for those in later stages of life.

The governing Board of Trustees, comprising up to 14 members, meets four times per year, supported by our sub-committees.



# St John's Trustees Responsibilities

- **Resource Management:** Ensure that the charity applies its resources exclusively in pursuit of its objectives, maintaining financial stability and proper investment of funds.
- **Safeguard Assets:** Protect and uphold the charity's assets and values, ensuring all activities align with its mission and ethical standards.
- **Collective Responsibility:** Take collective responsibility for the decisions and actions of the charity and the Board of Trustees.
- **Administrative Oversight:** Ensure the charity is effectively administered, with appropriate governance structures and processes in place.
- **Property Management:** Oversee the protection and management of the charity's property assets, ensuring their use aligns with the charity's goals.
- **Active Participation:** Attend Board meetings, sub-committee meetings, and other relevant events, actively contributing to discussions and decision-making processes.
- **Ongoing Learning:** Stay informed about the charity's activities, sector trends, and wider issues that may affect its work.



# The Role

The Chairman of the Board of Trustees at St John's Winchester Charity provides strategic leadership and governance, ensuring that the charity fulfils its mission, complies with legal obligations, and operates efficiently. The Chairman collaborates closely with the Chief Executive and the Board to set and execute the charity's strategy, uphold its values, and oversee its operations. This is a critical role for guiding one of the UK's oldest charitable foundations in its mission to provide alms housing and care for older people within the City of Winchester.

- Provide Strategic Leadership: Guide the Board of Trustees in setting the overall strategic direction, policy, and long-term goals of the charity.
- Ensure Compliance: Oversee the charity's adherence to its governing document, charity law, and other relevant regulations, ensuring the organisation properly pursues its objectives.
- Board Management: Plan and structure the annual cycle of Board meetings, set meeting agendas, and ensure that the Board functions effectively and efficiently.
- Monitor Implementation: Track the implementation of Board decisions and strategic initiatives, ensuring they align with the charity's objectives.
- Act as a Spokesperson: Represent and promote the charity at events, meetings, and functions, acting as a public spokesperson where appropriate.
- Support the Chief Executive: Work in close partnership with the Chief Executive, providing guidance, mentoring, and support to ensure the charity's successful management.
- Performance Review: Regularly review and appraise the performance of the Chief Executive, offering constructive feedback and support.
- Final Adjudicator: Serve as the final adjudicator for disciplinary and grievance procedures, supported by a panel of Trustees if required.



# Person Specification

## Essential

- **Leadership Experience:** Proven experience in a senior leadership role within an organisation, with a strong track record of strategic oversight and governance.
- **Integrity and Judgement:** High standards of integrity, with sound independent judgement and a commitment to the charity's values.
- **Communication Skills:** Excellent communication skills, capable of articulating ideas clearly and effectively and listening to others with empathy and understanding.
- **Teamwork:** Ability to work collaboratively with other trustees and staff, fostering a positive and productive working relationship.

## Desirable

- **Local Knowledge:** A broad network of connections in the Winchester area, with a deep understanding of local community needs and issues.
- **Sector Expertise:** Knowledge and understanding of the almshouse, social care, and commercial property sectors is highly desirable.





# Requirements

- Board Meetings: Attend four Board meetings annually, plus one away day.
- Sub-Committees (hybrid): Participate in sub-committees as an ex-officio member, from time to time.
- Site Visits: Visit the charity's offices, Almshouses, and other projects to stay connected with the organisation's operations.
- Estimated Time Commitment: Expected to be approximately 2 days per month.
- The position is voluntary and unremunerated, but reasonable expenses can be claimed.
- St John's Winchester is committed to fostering a diverse, inclusive, and equitable environment where everyone is valued and respected. We welcome applications from individuals of all backgrounds and perspectives. A range of voices enhances our ability to serve the community, and we actively encourage applications from underrepresented groups. St John's is dedicated to ensuring equal opportunities throughout the recruitment process and beyond, and we strive to create a place where everyone can thrive.





# How to Apply

If you would like to apply for this fantastic opportunity, please provide the following with your application:

- An up to date CV
- A support statement (no longer than two A4 sides) which addresses how you meet the main criteria and explains your motivations for applying

All applications should be sent to [applications@trustees-unlimited.co.uk](mailto:applications@trustees-unlimited.co.uk) with your full name and St John's Winchester in the subject heading.

If you would like a confidential discussion about the role, please contact Melissa Baxter at Russam & Trustees Unlimited on:

[melissa.baxter@russam.co.uk](mailto:melissa.baxter@russam.co.uk) / 07789 985229.

## The next steps

**Closing date for applications:** Monday 18th November 2024

**Interviews with St John's Winchester:** December 2024 (date TBC)

*We look forward to receiving your application.*

