ST JOHN'S FOUNDATION EST.1174

TRUSTEE CANDIDATE PACK

FINANCE TRUSTEE & SAFEGUARDING AND OLDER ADULTS TRUSTEE

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WELCOME FROM THE CHAIR OF TRUSTEES

Thank you for your interest in becoming a Trustee of St John's Foundation.

At St John's, our purpose is simple: to change lives, for good, by helping people live well and feel supported at every stage of life. Through our homes, activities and crisis support, we work to make a lasting difference across Bath and North East Somerset.

This is an important time for our organisation. Over the past year, the Board has reflected carefully on where St John's can have the greatest impact and how we can best respond to the needs of our community. That work has reinforced our commitment to supporting older people, particularly those who may be vulnerable, isolated or struggling to remain secure in their homes. We know that safe housing, meaningful connections and timely support can change lives.

As we look ahead, we are investing in our existing almshouse communities, exploring opportunities to create new homes, and continuing to strengthen the support we provide. At the same time, we have enhanced our governance arrangements to ensure we are well placed to deliver on our ambitions for the future.

Trustees play a vital role in helping us achieve these ambitions. Together, we bring insight, experience and constructive challenge, helping the Charity make sound decisions and remain focused on the people and communities it exists to serve.

We are currently seeking two new Trustees to join our Board who can bring expertise in:

- Finance and audit
- Safeguarding and services for older adults

While these skills are important, we are equally interested in who you are and what motivates you. We are looking for people who bring professional experience, strategic insight and independent judgement, alongside a genuine commitment to our mission, our beneficiaries and the values of Trust, Kindness and Courage. People who care about their community, are willing to contribute their time and experience, and are motivated by the opportunity to make a meaningful difference.

This is an opportunity to make a lasting contribution to the lives of older people and those facing hardship across Bath and North East Somerset. It is also an opportunity to help shape the future of an organisation that has been part of local life for more than 850 years and remains committed to changing lives for generations to come.

If that inspires you, we would be delighted to hear from you.

Madeleine Musselwhite
Interim Chair of Trustees

ABOUT US

ABOUT ST JOHN'S FOUNDATION

St John's Foundation was established in 1174 and for over 850 years we have been changing people's lives, for good. As one of the UK's oldest charities, we are proud to serve Bath and the surrounding area.

WHY WE EXIST

At the heart of St John's mission is our charitable objective: to provide almshouse accommodation and relief to those who are in need by reason of age, ill-health, disability, financial hardship, or other disadvantage within Bath and the surrounding area.

WHAT IS AN ALMSHOUSE?

An Almshouse is a unit of residential accommodation (usually a house or a flat) which belongs to a charity, is provided exclusively to meet the charity's purposes and is occupied or is available for occupation under a licence by a qualified beneficiary.

HISTORY OF ST JOHN'S

For eight and a half centuries, St John's Foundation has been working to support the community of Bath and the surrounding areas.

It all began in 1174, when Bishop Reginald Fitzjocelyn established a medieval refuge, to provide food and shelter for the poor and vulnerable in his parish. Nine centuries later, the St John's of today continues to provide accommodation and support. We are still evolving to deliver an even wider range of services that address the changing needs of our community.

You can find out more about the history of St John's by viewing our timeline or reading our blog that explores our 850 years.

HOW WE ARE FUNDED

Our charitable work is primarily funded through income generated from our investment portfolio, including residential and commercial property and financial investments. Alongside this, residents contribute through a Monthly Maintenance Contribution (MMC) and participants contribute towards some activities. This approach enables us to reinvest resources directly into supporting our beneficiaries and communities.

OUR FOCUS

SUPPORTING OLDER ADULTS – GOOD LIVING

Our ambition is to ensure age is not a barrier to living well by creating a community that supports older people to enjoy life independently. Our aim is to work collaboratively to create an age-friendly community across Bath and North East Somerset through a variety of initiatives, including Almshouse accommodation, activities, advice and pastoral care.

One of the common fears among older people is the loss of independence and dignity as they age. Almshouses actively work to combat this fear by creating an environment that empowers residents to make their own choices and live life on their own terms. With appropriate support, older individuals can maintain their independence for longer, enhancing their overall well-being and quality of life.

SUPPORTING THOSE IN CRISIS

We also support people who are experiencing a point of crisis in their lives through our Crisis Programme.

Working closely with trusted local referrers, the programme provides one-off financial support to hundreds of people each year who are struggling to make ends meet. This practical help can make an immediate difference at a critical moment.

While Bath is often seen as a prosperous city, many people living here and across Bath and North East Somerset face real financial pressure. High housing costs, alongside illness, unemployment, debt and rising living expenses, mean that crisis can affect people in any community.

Applications to the Crisis Programme cover a wide range of needs, from replacing essential household items such as a fridge or bed, to help with an unmanageable utility bill, or contributing towards an unexpected one-off cost, including funeral expenses. At a time of acute stress, this support can be life-changing.

Applications are made on behalf of individuals through local referrers, including charities and housing associations, ensuring support reaches those most in need.

Everything we do is guided by our values: Trust, Kindness and Courage.
Together, these values help us fulfil our mission: **Changing Lives. For Good.**

ST JOHN'S FOUNDATION TRADING COMPANY

Alongside our charitable activities, St John's Foundation is supported by St John's Hospital Trading Company Ltd, which generates commercial income to support the Charity's work through serviced apartments, workspaces, events and hospitality activities. The Trading Company plays an important role in helping ensure the long-term sustainability of the Foundation and its work across Bath and North East Somerset.

ST CATHERINE'S

In 2018, St Catherine's, a beautiful Grade II listed building, was refurbished into boutique serviced apartments for short stays. The ten one-bedroomed apartments all face into the original courtyard garden, creating a truly tranquil sanctuary in the heart of the city of Bath.

HOUSE OF ST JOHN'S

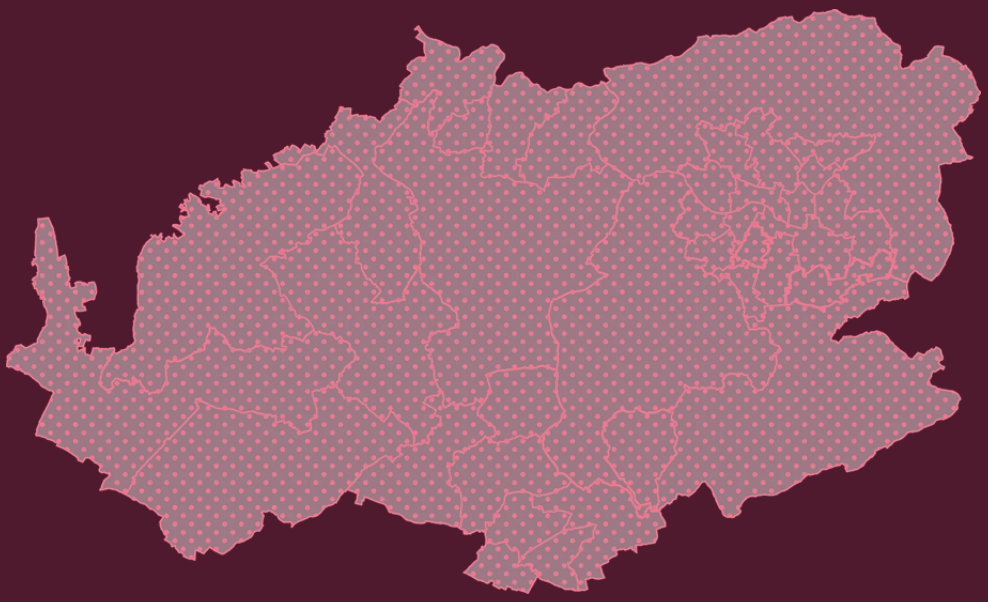
In 2022 the Trading Company opened the House of St John's, which is a workspace offering dedicated desks, co-working, meeting rooms and a stylish event space. In 2024 the House expanded its offering to include wedding ceremonies on Saturdays when the building is quieter.

In 2026, St John's Foundation relocated their Head Office to the House of St John's, allowing the Foundation to turn its former office space into additional almshouses.

THE LANDSCAPE WE WORK IN

In Bath and North East Somerset, house prices are more than **13 times the average salary,** making it one of the least affordable areas in the UK. Social housing is in short supply, and the number of households living in temporary accommodation is at its **highest level in over 20 years.** For older people on fixed incomes, these pressures can be acute.

Many older residents spend a significant proportion of their pension on housing, delay essential repairs, or remain in homes that no longer feel safe or suitable. At the same time, the population is ageing.



22% of the Bath and North East Somerset population is now aged 65 or over - around 40,000 people - compared with 19% nationally. **By 2028, the number of people aged 65 and over locally is expected to increase by 15%,** with the 85+ population projected to grow by 36% by 2030, faster than the national average.

With fewer social homes than the national average, older people in Bath and North East Somerset are increasingly exposed to housing insecurity, with knock-on effects for health and wellbeing.

Almshouses play a vital role in responding to this challenge. They provide safe, affordable homes alongside something equally important: community. Living in a supportive environment with opportunities for connection helps reduce loneliness and supports independence. Research shows that older people living in almshouse communities may live up to two and a half years longer.

In a city facing rising housing pressures and an ageing population, St John's Foundation provides a vital lifeline - combining secure homes with connection and long-term stability for older people.

OUR IMPACT IN 2025

INDEPENDENT LIVING

105 PEOPLE CALLED OUR ALMSHOUSES HOME IN 2025.

£18,000 INVESTED PER RESIDENT EACH YEAR THROUGH SUBSIDISED HOUSING, MAINTENANCE, REPAIRS AND SUPPORT SERVICES.

100% OF RESIDENTS REPORT THAT THEY ARE TREATED WITH DIGNITY AND COMPASSION.

98% OF RESIDENTS SAY THEY RECEIVE THE ADVICE AND SUPPORT THEY NEED.

96% OF RESIDENTS SAY THEY FEEL SAFE IN THEIR HOME.

"THE FEELING OF CONTENTMENT AND PURE SAFETY IS UNBELIEVABLE. EVERYONE FEELS IT HERE."

ACTIVITIES & WELLBEING

1,000+ ACTIVITIES DELIVERED

363 PARTICIPANTS

7,125 ATTENDANCES

138 NEW PARTICIPANTS

63% SAID ACTIVITIES HELPED THEM FEEL LESS ISOLATED

"I LOOK FORWARD TO IT SO MUCH. IT'S THE SOCIALISING PART, MEETING PEOPLE, TALKING AND FEELING PART OF SOMETHING."

OUR IMPACT IN 2025

CRISIS SUPPORT

546 BENEFICIARIES SUPPORTED

£215,000 DISTRIBUTED TO BENEFICIARIES THROUGH GRANTS

"THEY LISTENED, UNDERSTOOD, AND HELPED ME WHEN I DIDN'T KNOW WHERE ELSE TO TURN."

LOOKING AHEAD

The Board has recently reaffirmed the Foundation's commitment to supporting older people and investing in high-quality, community-based housing for those who need it most. Alongside this, we will continue to strengthen our wellbeing and crisis support programmes, ensuring St John's remains relevant, responsive and impactful for future generations.

As a Trustee, you will play an important role in helping us build on this impact and shape the next chapter of St John's Foundation.

WHY WE'RE RECRUITING

As part of the Board's ongoing commitment to effective governance, we regularly review the mix of skills, experience and perspectives represented around the Board table.

Following a recent review, we have identified opportunities to strengthen the Board by appointing two new Trustees whose expertise will complement that of our existing Trustees and support the Foundation's strategic direction.

FINANCE AND AUDIT TRUSTEE

We are seeking a qualified accountant with significant senior leadership experience in finance, audit, risk and financial governance.

The successful candidate will bring strong financial expertise to the Board and will help support effective oversight of financial performance, risk management and long-term financial sustainability. It is anticipated that they will join the Audit & Risk Committee.

SAFEGUARDING AND SERVICES FOR OLDER ADULTS TRUSTEE

We are seeking an individual with substantial strategic experience in safeguarding and supporting older adults.

We would particularly welcome candidates with experience in housing, supported housing, health, social care, community services or related sectors. Local knowledge of Bath and North East Somerset, and an appreciation of the housing, demographic and social challenges facing older people in our communities, would be advantageous.

It is anticipated that the successful candidate will join the Charitable Strategic Delivery & Impact Committee and may also contribute to the work of the People & Culture Committee.

These areas are of strategic importance to St John's Foundation. By strengthening our collective knowledge and experience, we will be better placed to support and constructively challenge the Executive Team, provide effective oversight, and ensure the Foundation continues to deliver meaningful impact for the communities we serve.

The successful candidates will bring not only the professional expertise outlined above, but also a genuine commitment to our mission, our beneficiaries and our values. They will be motivated by the opportunity to apply their skills and experience in support of the Foundation's long-term success and impact.

GOVERNANCE AT A GLANCE

BOARD OF TRUSTEES

The Board of Trustees provides strategic leadership and oversight for the Foundation and its subsidiary companies.

CHIEF EXECUTIVE OFFICER

The Board delegates day-to-day management of the Foundation to the Chief Executive Officer.

BOARD COMMITTEES

Trustees are expected to participate in at least one Committee. The Board is supported by:

- Audit & Risk Committee
- Finance & Investment Committee
- Charitable Strategic Delivery & Impact Committee
- Governance & Nominations Committee
- People & Culture Committee

TRADING COMPANY BOARD

St John's Hospital Trading Company Ltd has its own Board, which provides governance and oversight of the Foundation's commercial activities. The Trading Company generates income in support of the Foundation's charitable work and operates under the oversight of the parent Board.

MAYOR OF BATH'S RELIEF FUND

Trustees of St John's Foundation also serve as Trustees of the Mayor of Bath's Relief Fund, a small independent charity that provides grants to Bath residents experiencing hardship.

ABOUT THE ROLE

Title: Trustee
Position: Voluntary (reasonable expenses will be reimbursed)

CONTEXT

St John's Foundation Est 1174 has a single Corporate Trustee – St John's Hospital Trustee Limited. The directors of the Trustee Company are referred to as the 'Trustees'; they work collectively as a Board and take decisions at formal meetings of the Board of the Trustee Company.

OVERALL PURPOSE OF THE ROLE

Trustees are accountable for the Charity's progress towards achieving its mission and objectives – the objectives are set out in our governing document. The Trustees ensure that we have a strategy, and that our assets and resources are only used for charitable purposes in line with the governing document and charitable objects.

Trustees make sure that we operate in line with any relevant laws, particularly the Charities and Companies Acts. Trustees have a collective responsibility – they work together for the best interests of St John's Foundation.

Trustees have independent control over, and legal responsibility for, the management and administration of the Charity. They delegate the operational day to day running of the Charity to an Executive Team led by the Chief Executive.

DUTIES AND ACCOUNTABILITIES

GOVERNANCE

Trustees are responsible for:

- Understanding St John's Foundation aims and objectives as set out in our governing document
- Ensuring that the Charity operates in accordance with the Charity's objects and purpose for which it is set up (the Charity's Scheme)
- Acting in the Charity's best interests – making balanced and informed decisions, avoiding conflicts of interests
- Ensuring compliance with Charity law requirements, and best practice requirements such as the Charity Governance Code
- Setting the strategy for the organisation, including the financial strategy, and ensure implementation and progress is monitored.
- Using their respective skills, knowledge and experience to further the work of the Charity, putting aside any personal interests, and declaring any conflict of interest if/ when they arise.
- Identifying any material risks to St John's Foundation and ensuring they are monitored.
- Contributing towards an annual review of the Board's performance.
- Helping to identify, recruit and induct new Board members and the Chair.

- Attending and contribute to meetings of the Board /its Committee's as relevant, and undertake agreed tasks between meetings.
- Upholding any policies and procedures relevant to the Trustee role including confidentiality, safeguarding and data protection
- Upholding and contributing to our approach to equity, diversity, and inclusion
- Managing the Charity's resources responsibly - ensuring Charity's assets are only used to support or carry out its purpose and ensuring compliance with financial thresholds in accordance with Financial Regulations and the Scheme of Delegation

WORKING WITH STAFF

Trustees are responsible for

- Understanding and maintaining boundaries between the governance perspective of the Board, and the work of any staff and/or volunteers
- Providing support and constructive challenge to the CEO and other staff to ensure they are carrying out their roles and achieving the set objectives for St John's Foundation, in accordance with the Charity's objects, strategy and annual business plan
- Facilitating an environment in which people can contribute effectively
- Assisting and participating with the recruitment and/or induction of the Chief Executive/senior management as required.

REPRESENTING ST JOHN'S FOUNDATION

Trustees are responsible for

- Representing the Board's agreed position if and when speaking publicly on behalf of St John's Foundation (and with support from the Communications Department)
- Acting as an ambassador and champion for St John's Foundation.

COMMITMENT

We have 4 Board meetings per year, plus 2 Board Away Days. Trustees are expected to attend these and devote sufficient time to read through the Board papers in advance.

Board meetings are held in a hybrid format, with the opportunity to attend both in person and remotely where appropriate. We are committed to ensuring that Trustees from a range of backgrounds are able to contribute effectively whilst balancing their professional and personal commitments.

In addition, Trustees will be invited to be members of Board Committees. Trustees are expected to participate in at least one Committee.

There may also be other events that Trustees are invited to attend, and other opportunities to get involved.

We estimate the time commitment to be approximately 2 days per month.

TERM & APPOINTMENT

Trustees are appointed by the Board of Trustees for a maximum term of: 3 terms of 3 years, renewable by mutual agreement at the end of each term.

Post appointment, a six month and twelve month review will be held by the Chair.

PERSON SPECIFICATION

PROFESSIONAL BACKGROUNDS SOUGHT

We are recruiting for two Trustee positions, and are particularly interested in hearing from candidates with experience in one of the following areas:

FINANCE AND AUDIT

- A qualified accountant (ACA, ACCA, CIMA, CIPFA or equivalent) with significant senior strategic leadership experience in finance, audit, risk and financial governance.
- Significant experience of financial stewardship, financial reporting, audit, internal controls, risk management and governance.
- Likely to have held a senior leadership role such as Finance Director, Chief Financial Officer, Audit Partner, Director of Finance or a comparable position.
- Able to provide assurance, insight and constructive challenge in relation to financial performance, financial sustainability and organisational risk.
- Willing and able to contribute as a member of the Audit & Risk Committee.

SAFEGUARDING AND SERVICES FOR OLDER ADULTS

- A professional with significant strategic experience in safeguarding and the delivery, oversight or regulation of services for older adults.
- Experience gained within housing, supported housing, health, social care, community services or related sectors would be particularly valuable.
- Experience of working with vulnerable adults and advising at a strategic, executive or Board level.
- An understanding of the challenges and opportunities facing older adults, particularly in relation to housing, wellbeing and community-based support.
- Knowledge of Bath and North East Somerset, and an appreciation of the local housing, demographic and social challenges affecting older people, would be advantageous.
- Willing and able to contribute as a member of the Charitable Strategic Delivery & Impact Committee, and potentially the People & Culture Committee.

We recognise that excellent Trustees come from a wide range of backgrounds. Previous Trustee or Non-Executive Director experience is welcome but not essential. We would particularly encourage applications from individuals with the expertise and values we are seeking who may be considering their first Board appointment. A comprehensive induction and ongoing support will be provided.

PERSONAL QUALITIES

- Can demonstrate a strong and visible passion and commitment to the Charity, its strategic objectives and cause, as well as impact on the lives of beneficiaries.
- Shares the values of the Charity - a compelling role-model for values-driven behaviours
- Give adequate time, thought and energy to the role, including preparing for, attending, and actively and positively participating in all Board and Committee meetings
- Ability to apply sound judgement and impartiality; able to balance conflicting factors and make objective decisions.
- Proven interpersonal, communication and people skills, including critical listening, the ability to question intelligently and debate constructively.
- Excellent analytical skills and the ability to interrogate and interpret complex information.
- Strong networking capabilities that can be utilised for the benefit of the Charity
- Works with integrity and earns the respect and trust of other Board members.

KNOWLEDGE AND EXPERIENCE

- Prior experience as a trustee for another charity or non-for profit, or Non-Executive Director role would be beneficial but is not essential.
- Understanding of the roles/responsibilities of a board of trustees
- Substantial senior level, strategic experience in any sector.
- Experience of working as part of, or closely with, a board would be an asset.

APPLICATION PROCESS

Please send a CV and covering letter to people@stjohnsbath.org.uk

Your covering letter should outline your prior experience, why you would be suited for the role, and why you want to join St John's Foundation Board of Trustees.

If you require further information or would like to arrange an informal conversation about the role, please contact Lucy Dark, Head of People at lucy.dark@stjohnsbath.org.uk.

Application Deadline
The deadline for applications is 30th October 2026.

Shortlisted candidates will be invited to interview in Bath at a mutually convenient time.

We reserve the right to close applications at any time upon appointment of a suitable candidate, therefore early applications are encouraged.

EQUALITY, DIVERSITY AND INCLUSION

We believe that diversity of thought, background and experience strengthens decision-making and helps us better serve the communities we support. We are committed to building a diverse and inclusive Board and welcome applications from people of all backgrounds and experiences.

Previous Trustee or Non-Executive Director experience is not essential, and we particularly encourage applications from individuals who have the skills, experience and values we are seeking and may be considering their first Board appointment.

If you require any reasonable adjustments at any stage of the application or interview process, please let us know. We are committed to ensuring that our recruitment process is accessible and inclusive, and we will be happy to discuss how we can support you.