



RECRUITMENT PACK

TRUSTEES

WELCOME

Thank you for your interest in becoming a trustee of St John's Foundation in Bath. I am delighted you are considering joining us.

Established in 1174, St John's is one of the UK's oldest charities. For nearly nine centuries, we have been a social pioneer, implementing initiatives and programmes with the greatest efficiency to support positive social change. Bath is a beautiful city, enjoyed by millions of visitors each year, but behind its wealthy veneer there are pockets of deprivation and many members of our community are living in poverty. Our ambition as a community charity is to become an initiator of major social change. Every aspect of our work is built upon our values of trust, kindness and courage, and inspired by our purpose: To change lives. For good.

We are now seeking two new trustees to join our Board who will help us achieve our ambition. The diversity of our trustee Board enhances the vibrancy of our work and enables us to think broadly about how we can create the greatest impact for those we serve. Our ability to maximise our impact relies upon expert financial management of our assets of over £100m and our Investment Committee comprises trustees who can work with our team and provide oversight and guidance to ensure we can realise the true potential of our assets. In one of the new trustees, we are therefore looking for someone who brings experience of investment management across a broad portfolio whose insights can help us in our investment decisions as well as contributing to the overall governance of the charity.

We are also seeking an entrepreneurial and commercial leader to join the Board who will chair our trading company in addition to being a full board member of the Foundation. Our trading company comprises two businesses within the hospitality and co-working space, and we know that there is a significant opportunity to develop these into flourishing enterprises. We are now seeking someone who can support our strong executive team to grow these.

These are both important roles on our Board. Non-executive experience is not essential for these roles. What is, is to find people who are excited by our ambition, who share our values and who bring the skills and experiences to enable us to deliver impact for those communities in BaNES who need it the most.

If this inspires you, and you can see how you could help us drive our strategy forward, we'd love to hear from you.

Yours sincerely,

David Hobdley, Chief Executive & Ben Fletcher, Chairman of Trustees



ABOUT US

One of the UK's oldest charities, the St John's Foundation has supported the community in Bath and North-East Somerset for almost 850 years. Our work supports those under-served by society and focuses on delivering lasting social change inspired by our purpose of Changing lives. For good.

St John's is – and always has been – in many ways a thought leader and pioneer in our field. Our mission is to challenge the status quo, identify where systems in society are broken or failing and seek solutions to repair them.

In order to extend the reach and social impact of our charitable work, we strive to share our experiences and learning with like-minded organisations throughout our community and the surrounding area, as well as widely throughout the UK.

SERVICES FOR OLDER ADULTS:

The charity is well known for its long-standing provision of almshouse accommodation for individuals and couples over 65. In recent years St John's has also developed an extensive list of associated services aimed at the promotion of independent living. When it comes to enjoying a fulfilling life, we consider age to be an insignificant detail - our ability to learn and develop a love for something new is still very much intact. At St John's, we focus on the promotion of mental, physical, and emotional wellbeing and strive to provide an environment where residents feel safe and supported whilst connecting with like-minded individuals.

FOUNDATION FUND:

Our Foundation Fund's ambition is to help close the attainment gap for children in primary school settings across Bath and North-East Somerset. Established in 2020, the fund targets children from pre-birth until the start of secondary school and aims to provide them with the same fair foundation and opportunity available to their peers.

Our ambition to close the attainment gap is motivated by the striking inequality evident in Bath. Figures from 2019 place BaNES at close to the bottom of league tables across all local authorities in England. The causes of this are complex and relate to a variety of areas across a child's early year development. By working to narrow the inequality gap, we aim to prevent the broad range of complex social issues experienced by children from underserved backgrounds. Whilst equal access to a good education is critical to reducing inequality, it is only part of the story. St John's focuses on providing support in formal education (literacy, oracy, numeracy) as well as emotional and behavioural development, to ensure children receive the best possible foundation to live and grow into happy, healthy adults. We also aim to ensure children have access to nutritious food and to a safe place when they need it.

CRISIS PROGRAMME:

Our Crisis Programme is designed specifically to provide a range of support to individuals and families in BaNES who are experiencing challenges within their home environment, financial security, health, education or employability.

People in financial crisis need help, whoever and wherever they are. In response to striking facts and figures surrounding poverty and inequality, the crisis programme aims to meet peoples' most essential needs and will fund items such as beds, white goods, furniture, counselling, debt support and basic employment skills training. We hope to lessen the struggles experienced by individuals and families, whilst providing breathing space to plan for their future.



For us, every aspect of St John's delivered work is built upon its values of trust, kindness and courage and inspired by its purpose: To change lives. For good.

TRADING COMPANY

St John's Foundation also has a trading company to generate commercial revenue, all profits of which are gifted to the Foundation Fund. The trading company's strategic ambition is to exceed the expectations of customers in Bath seeking premium space for work or leisure, whilst also creating a community of people with raised awareness of the importance of the work of St John's.

The key elements of the trading company:

HOUSE OF ST JOHN'S

No. 1 Queen Square was gifted to St John's in 1953. It was leased as offices for more than 60 years, until 2019 when St John's began an extensive renovation programme on the Grade 1 listed property. Working with local experts, St John's completed its sympathetic renovation in 2021. Once returned to its former glory, the building was renamed House of St John's and now operates as a versatile 'workspace, powered by social purpose'. It houses a variety of private offices, co-working lounges, dedicated desks, meeting rooms and a stylish event space.

As the House of St John's charity partner, all profits are gifted to the Foundation, specifically to be used for their Foundation Fund. This Fund supports under-served children across Bath and North East Somerset to ensure they have the same chances to live happy, healthy lives. As the only work and event space operating as a social enterprise in Bath, the House offers something truly unique to the community.

ST CATHERINE'S HOSPITAL

Originally part of our almshouse provision, St Catherine's narrow doorways and hallways made it unsuitable for older people with limited mobility. Therefore, in 2018, the Grade II listed building was decommissioned as almshouses and transformed into ten luxury apartments.

Managed by the agency Hiding Space, St Catherine's offers self-catered short breaks for people visiting Bath. It is situated just behind the Thermae Spa and only 50 metres from the Roman Baths, offering ten one-bedroomed maisonettes and apartments that all face into the original courtyard garden, creating a truly tranquil sanctuary in the heart of the city of Bath.

For more information please visit our [website](#) where you can also download our annual reports.



OUR IMPACT BROUGHT TO LIFE



The support of St John's has been instrumental for St Michael's. Their funding has made it possible for all our pupils to have a free hot lunch, even in the school holidays. Our children have additional support with their reading, writing and maths and we've been able to provide emotional and behavioural support to those who need it... St John's has meant that St Michaels has been able to achieve our vision of preparing our children for life, allowing them to be the best version of themselves and be ready for life now and in the future and to give every pupil the very best start in life. As a teacher that's really what it's all about.

CLARE GREENE, EXECUTIVE HEADTEACHER, ST MICHAEL'S JUNIOR SCHOOL



My name is Islay and I've lived at St John's for over five years. Anybody of my age will know how difficult it is to make friends. Here, that is not the case – you meet them every week at coffee morning. We have Pilates classes, which are brilliant – I go to one of those. We have a fitness class – I go to one of those. We have sewing classes, craft classes. It's amazing the number of things here you can do – if you want to, and if you don't want to, that's totally fine. You just run your own life; you can live totally independently in your home. I love it here – I wish I had come here sooner."

ISLAY (ALMSHOUSE RESIDENT)



I've been coming to the group for about 5 years now. I originally came as I wanted to learn about meals that I could cook for one. However, now I come for the social interaction and to talk to new people. I like that we eat together as a group at the end which means I have at least one proper meal a week.

BEE (ACTIVITIES CLASS ATTENDEE)



I wish all local areas were lucky enough to have a St John's. There is so much ambition, willingness to help, financial support, and resource that sits behind the charity. The depth and breadth of their understanding of the local community is invaluable. Without the support of St John's, we wouldn't have made the encouraging progress we have on crucial issues.

BATH AND NORTH EAST SOMERSET COUNCIL



St John's help was incredible. Without their kindness and funds, I wouldn't have been able to get my HGV licence! I would have had to take a loan which, in my situation, would have been incredibly hard to pay back. Because of their help I could change my job and earn more money for my family. I can provide them a more comfortable living. I now don't struggle as badly as before with my bills and expenses. Thank God there are good people who believe in me and gave me the chance to open another door in my new career.

CRISIS PROGRAMME USER



I wake up every day so grateful that I am living here

AN ALMSHOUSE RESIDENT



ROLE DESCRIPTION

St John's Foundation Est 1174 ('Charity') has a single Trustee – St John's Hospital Limited (Trustee Company). 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.

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.

Trustees are bound by the Charity's Trustee Code of Conduct and relevant regulations, as determined by the Charity Commission and the law. It is fundamental therefore that Trustees:

UNDERSTAND THE CHARITY'S PURPOSE

- Ensure the Charity is carrying out the purposes for which it is set up.
- Plan what the Charity will do and ultimately what they want it to achieve.
- Are able to explain how all Charity's activities are intended to further or support its purpose.
- Understand how the Charity benefits the community by carrying out its purpose.

COMPLY WITH THE CHARITY'S SCHEME

- Take reasonable steps to understand legal requirements to.
- Ensure compliance with the Scheme and to.
- Ensure compliance with charity law requirements.

ACT IN THE CHARITY'S BEST INTERESTS

- Decide what will best enable the Charity to fulfil its purpose.
- Make balanced and adequately informed decisions, both short and long-term.
- Avoid conflict with any personal interests or loyalty to any other person or body.
- Do not receive any benefit, unless properly authorised (for example travel expenses).

MANAGE CHARITY'S RESOURCES RESPONSIBLY (THE DUTY OF PRUDENCE)

- Ensure Charity's assets are only used to support or carry out its purpose.
- Avoid exposing Charity's assets, beneficiaries or reputation to undue risk.
- Not over-commit the Charity.
- Are prudent when investing or borrowing money.
- Comply with any restrictions on spending funds or selling properties and/or land.

ACT WITH REASONABLE CARE AND SKILL

- Use skills and experience and take appropriate advice when necessary.
- Give adequate time, thought, and energy to the role, including preparing for, attending, and actively and positively participating in all Trustee meetings.

ENSURE THE CHARITY IS ACCOUNTABLE

- Comply with statutory accounting and reporting requirements.
- Are able to demonstrate the Charity is complying with the law, is well run, and effective.
- Ensure accountability in respect of the delegated day-to-day operational activities to the executive team.

The role of the Trustee is to act in the Charity's best interests at all times and not allow individual judgement to be influenced by personal prejudices or dominant personalities. In order to fulfil the role successfully, the Trustees, collectively, will use their skills and experience to review proposals critically and objectively and question assumptions before making any decisions. They will challenge the executive team to ensure the operations of the Charity are effective and efficient and ensure that such challenge is always constructive and geared to driving high performance of the executive team. Interaction with the Charity's executive team and staff will reflect the Charity's values: Trust, Kindness and Courage.

PERSON SPECIFICATION

KNOWLEDGE AND EXPERIENCE

We are seeking two new trustees to join our board who between them bring a combination of skills and experiences. Therefore, a background in one or more of the following is essential for these appointments:

- Investment management – experience of running a broad portfolio of investments. (Our investment trustee will sit on our Investment Committee).
- Commercial experience, in particular a track record of growing businesses. (This trustee will also Chair our trading company).

SKILLS AND ABILITIES

- Ability 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.
- The ability to participate effectively in meetings and confidence to challenge and hold to account the organisation's executive and other Board colleagues.
- The ability to work within a framework of collective decision-making in the best interests of St John's and within the terms of reference of the Board and committees.
- Excellent analytical skills and the ability to interrogate and interpret complex information.
- The ability to demonstrate sound judgement and integrity and earn the respect and trust of other Committee members.
- Demonstrable commitment to equity diversity and inclusion and the ability to recognise and challenge discrimination and bias in its many forms.



TERMS OF APPOINTMENT

These are unremunerated roles.

All new trustees are appointed for a term of three years and may be re-appointed to serve up to 9 years. The Board meets four times a year to determine strategy, approve financial plans and consider key policies. The Board has delegated authority for certain decisions to committees, which are made up of Trustees with relevant experience and/or qualifications. The committees meet quarterly. Professional advisors attend these committees when necessary to add their insight. Trustees are expected to join at least one of these committees.

Meetings typically take place in person at St John's Foundation in Bath.

HOW TO APPLY

We hope you will consider making an application. If you have questions about the appointment and would find it helpful to have an informal conversation, please contact Juliet Brown at juliet.brown@starfishsearch.com and we will be happy to arrange a call.

To make an application, please go to <https://starfishsearch.com/jobs/st-john-trustee/> and click on the apply now button, with the following prepared:

- Your CV (no more than three sides).
- A supporting statement (no more than two sides) that sets out why you think this role is the right move for you and how you meet the knowledge and experience criteria.

We would also be grateful if you would also complete the Equality and Diversity monitoring form on the online application process. This form is for monitoring purposes only and is not treated as part of your application.

Closing date:	31 July 2023
Preliminary interviews:	During August 2023
Final Panel interviews:	September 2023

