



**ST. JOHN'S  
FOUNDATION**

CHANGING LIVES. FOR GOOD.

## Candidate Pack for Trustees



# Welcome

Dear Applicant

Thank you for your interest in joining the Board of Trustees at St John's Foundation.

St John's Foundation was established in 1174. For 850 years, our organisation has been changing people's lives, for good. Our city and the neighbourhoods around it are beautiful and age-old. However, divisions and inequalities are concealed behind the veneer of Bath stone and rural beauty. That's why we're here to provide crucial support for those who have reached a crisis point in their lives, helping them with the most essential needs.

We're looking for up to four new Trustees to support the forward development of our Board and collectively offer support, stretch and strategic oversight to a talented executive team. You will understand how our sense of place in our region naturally impacts on our priorities and will use all of the knowledge and expertise gained through your own background and achievements to support debate, discussion and decision-making.

As we enter a period of significant change and development, we're looking for four highly accomplished individuals in their field, who can reconcile our distinctive heritage with the modern role we must play in the context of changing needs and pressures. You'll also bring an intuitive appreciation of the role we play within our Bath and North East Somerset context, and a deep respect for our mission.

We are specifically looking for people with a background in at least one of the following for this Trustee cohort: people and culture; older adult services; investment, and commercial. You can read more about the experiences that would be most helpful to the Foundation, and the role you would be playing in our future in the Person Specification section of this pack.

Wherever you are now, you'll be known for your integrity and personal credibility and will be recognised as a trusted and influential leader, with emotional intelligence, sound judgement and a strategic outlook. The Foundation will always consider applicants who have lived or personal experience of poverty or other challenges faced by our beneficiaries.

Finally, we recognise that the opportunities and challenges ahead are endemic in society and not specific to our area and we're open to applicants from further afield, where they understand the importance of their personal presence within our organisation.

If you believe you can offer the skills, experience and approach we are looking for, we very much look forward to hearing from you.



**Ken Scott**  
Chair of the Board Selection Panel

# Our organisation in brief

As one of the UK's oldest charities, we're proud to serve Bath and the surrounding area. Yet we're still facing many of the same problems today as we have throughout the centuries.

It's a dilemma that prompted us to launch our Best Start in Life initiative (formally known as the Foundation Fund) in 2020. This work focuses on making sure every child under 12 has the chance to grow up as a healthy, happy, and educated member of our community; that they have the support they need to lead fulfilling, independent lives beyond school and into older age.

We're determined to narrow the primary school educational attainment gap, which is particularly acute in our area.

Alongside this, we continue our longstanding work of helping older adults age well through the provision of housing and outreach services. With older adults now outnumbering younger people in our region, it's more important than ever that we foster an age-friendly community, promoting independent living for longer.

By addressing the needs of under-served young people alongside this, we believe we can change the direction of their lives, so that when they're older, they won't need us.

We work to address these modern challenges, forging connections with like-minded charities and donors to boost our impact. It's a long-term strategy, but we're unwavering. After all, we've been around for 850 years.

## Older adults 65+

St John's has created a thriving almshouse community to help older adults live well and more independently. In addition to providing housing, we offer a diverse activities programme and a tailored advice service to support older adults in our community.

It is important to us that we offer an environment that enhances the overall quality of people's lives. We are proud to support older adults whilst promoting individuality, friendship, and wellbeing within a safe and friendly community of mature adults.



## Young people 0-12

St John's vision is for all children in our community to grow up into happy, healthy, and educated members of society. By focusing on closing the Key Stage 2 educational attainment gap, we provide crucial support through targeted interventions to help make this happen.

Our interventions focus on key areas of a child's development. These include a child's language development in nursery, mental health support for children and mothers, and further educational support at primary school.

St John's also provides nourishing meals through the Nutritious Food Programme to help families facing financial challenges.

## Crisis Programme

Bath is a beautiful city but its wealthy veneer masks a city and surrounding area with its own share of poverty and deprivation. Although Bath is a highly popular tourist destination and a world heritage site, the region is no less immune to illness, unemployment, poverty and debt and the high cost of property here exacerbates the challenge. People in financial crisis need help, wherever they live.

That's why we operate a Crisis Programme, providing financial support to individuals and families in Bath and North East Somerset who are really struggling to make ends meet. It aims to meet the most essential needs, such as beds, white goods, furniture, counselling, debt support and basic employment skills and training.

## St John's Foundation trading company

Alongside our broader work, St John's Foundation's trading company generates commercial revenue, profits of which are gifted to St John's charitable work. 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 are currently: House of St John's St Catherine's Hospital.



## 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 I 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, coworking lounges, dedicated desks, meeting rooms and a stylish event space. As the House of St John's charity partner, profits are gifted to the Foundation. 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 Curated Property, 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 onebedroomed 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.

## Read more about us

To read more about us, and about our work, please visit our website at <https://stjohnsbath.org.uk/>



# Trustee Role Profile

St John's Foundation Est 1174 ('Charity') has a single Trustee – St John's Hospital Trustee 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.
- Ensure compliance with the Scheme and.
- 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 the 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.
- Take special care 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.



# What we require in the successful candidate

## Your knowledge and experience

- Substantial senior level, strategic, experience in any sector. Experience of working as part of, or closely with, a Board would be an asset.
- A background in at least one of the following is **essential** for these appointments:
  - People & Culture. You will take a clear lead for the Board on People issues as well as be the contact at Board level for various HR issues in St John's regarding its employment practices and culture; you will also join the Remuneration Committee.
  - Older adult services. You will offer relevant, recent experience of adult social care and elderly living issues as relevant to St John's as a provider of independent living accommodation. You will also contribute to the development and implementation of a strategy for Good Living across Bath and North East Somerset which seeks to maximise the influence and reach of St John's; you will join the Charitable Delivery and Impact Committee and / or other similarly relevant committee.
  - Investment. You will offer relevant, recent experience of investment practices consistent with the management of St John's investment portfolio and achievement of the target rate of return; you will also join the Investment Committee as a member. The Chair of the Investment Committee will be resigning from office in 2025 and a new Chair will be appointed from members of the Committee from May 2025.
  - Commercial. You will bring the commercial thinking and skills required for the operation of our commercial businesses under the Trading Company of St John's; you will also chair the Trading Company from May 2025.

*The Foundation will always consider applicants with lived experience of poverty or of working with underserved groups of the population in Bath and North East Somerset more widely.*

## Your skills and abilities

- 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.
- The ability and availability to participate effectively in meetings and confidence to challenge and hold to account the organisation's executive and other Board colleagues.
- Able 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.
- Works with integrity and earns the respect and trust of other Committee members.
- High capacity for reflection.
- Demonstrable commitment to equality, diversity and inclusion and the ability to recognise and challenge discrimination and bias in its many forms.

# Terms of appointment

## Remuneration

This appointment is offered on a voluntary basis. All reasonable expenses incurred on Foundation business will be reimbursed.

## Time commitment

The estimated time requirement for this appointment is one to two days per month on average throughout the year.

## Location

The Foundation is based at 4-5 Chapel Court, Bath, BA1 1SQ.

Meetings are held in person and hybrid. Both the Chair and the Board are required to be present in and visible to the Foundation in order to fulfil obligations. This will naturally be a consideration for candidates applying from outside the Bath and North East Somerset area.

## Term of appointment

Three years, with the possibility of extension for a second term of three years.

## Conflict of interest

Candidates must not be conflicted in any way for the duration of their appointment as Trustee.



# How to apply

We hope you will consider becoming our next Chair at St John's Foundation. To make an application, please go to <https://starfishsearch.com/jobs/stjohn-bath-trustee/> and click on the apply now button, with the following prepared:

- your CV or equivalent biographical details (no more than three sides)
- a supporting statement that sets out why you are interested in this appointment and the specific experiences you believe you can bring to St John's Foundation that make you suitable.

We would also be grateful if you would 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 is Friday 29th November 2024.

Please also tell us about any dates when you are **not** available for interview.

Closing date	Friday 29th November 2024
First stage discussions for selected candidates	Likely to be early January 2025
Agreement of the final shortlist	Likely to be mid-January 2025
Informal conversations	Mid-late January 2025
Final panel interview event	Final week of January 2025 (TBC)





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Registered Charity No: 201476. Registered Office: 4-5 Chapel Court, Bath, BA1 1SQ