

## Candidate Information Pack

### Trustees x 2

We are a registered UK charity group, and our mission is to improve lives through grants, housing, community projects and partnerships with other local charities and social enterprises.

Our organisation has transformed and enhanced the lives of those in need in the Bristol area for over six hundred years.



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## **An introduction from our CEO**

Thank you for your interest in this opportunity to join the Board of Bristol Charities. The charity is at a crucial point, as we look to relaunch our Community Transformation activities following a pause on these during the Covid-19 pandemic.

We know that the cost-of-living crisis is impacting many people and households across the region and are confident that our charity has the capacity and capability to provide help and support to those that need it.

Our recent acquisition of the Vassall Centre, and relocation of our operations to the site, is proving to be a springboard for new ways of working, with new partnerships and projects in new areas of Bristol and the surrounding region.

We have recently submitted a planning application to develop the Vassall Centre site into a multi-sector and multigenerational living and working space, combining affordable housing, barrier-free workspace and community buildings. We expect a decision on this planning application in Summer 2023.

These exciting developments mean that the charity's strategy for the year(s) ahead will focus on how we can connect our longstanding Social Housing and Grant-Making activities and plans with our ambitious Community Transformation programme.

We have taken steps that will allow us to use our strong balance sheet and asset makeup to direct resource into a place-based model and into areas of our work that need it the most. We have launched a Family Resilience Fund which will see us work with other charitable and civic partners to channel funds into critical interventions aiding those that are most vulnerable to the effects of cost-of-living pressures.

We have recently appointed a new Chair of Trustees to lead the Board into this exciting next chapter in the charity's existence and we are now seeking two further trustees – one with Housing experience and one with Commercial Property experience – to compliment our existing group of highly-skilled and experienced Board members.

We hope that the further information contained within this pack will demonstrate that Bristol Charities is making a tangible difference to lives and communities in Bristol and these opportunities to join our Board are ones that cannot be missed.

**Julian Mines**  
**Chief Executive Officer**  
**Bristol Charities**



## About Us

Bristol Charities is a local charitable group with a rich history, having supported the people of Bristol for over 600 years. We also operate a scheme of Housing for Older People in Monmouth.

## Our Mission

We provide opportunities and support to people and communities through grants, housing, community projects and partnerships with other local charities and social enterprises.

### We fulfil our objectives in several ways:

1. Providing excellent quality accommodation for older people with support on site in a safe community setting.
2. Giving to Bristol residents in need of support through our individual relief grants programme, funded by our investment holdings.
3. Operating a range of community transformation projects and activities financed through our grant giving funds.



## Our Values

### **EXCELLENCE**

We set high standards and strive to improve the quality of everything we do.

### **ASPIRATIONAL IN APPROACH**

Embrace innovation, anticipate change, and respond with creative solutions.

### **ONE TEAM**

Working together across different service areas towards shared goals.

### **PASSION FOR OUR WORK**

We show pride, enthusiasm and dedication and are committed to making a difference.

## Our Services

**We are Registered Provider of housing and currently operate the following housing schemes:**

- Three sheltered housing schemes for older people providing 75 one- and two-bed homes. Two of our schemes are in Henbury and Brentry, Bristol and one is in Monmouth, Wales
- One Extra Care Housing (ECH) scheme for older people providing 60 one- and two-bed homes in Stockwood, Bristol.
- A range of five, three-bed semi-detached properties in St. George, Bristol
- We are looking to increase our number of housing units either through development of our existing holds, through acquisition of new sites or through partnership working with other local housing providers.

**We run several annual grant programmes including:**

- **Family Resilience Fund** – We work with support organisations in several key areas of Bristol to identify families or individuals facing particular hardship caused by the cost-of-living crisis and fund a range of interventions to seek to lift them out of the poverty trap. **(c. £50,000pa awarded)**
- **Relief Grants for Individuals** - The Charity gives furniture and flooring grants to individuals of all ages living in Bristol. Our grants make a difference in a very practical way to improve the lives of those experiencing hardship. **(c. 280,000pa)**

- ***The Carers' Fund*** - Our carers' funding can fund individual carers' breaks or respite activities. We also give to carer support organisations, funding a range of activities and initiatives. **(c. £13,000pa)**
- ***Educational Grants for Young People*** – These grants are for young people up to the age of 25 to create access to opportunities. **(c. £5,000pa)**
- ***Barry T Jones Fund for Independent Schools*** - Funding is available for charitable independent schools for imaginative and creative projects and applications that can clearly identify a benefit for young people in the wider community, not just those in the school's population. **(c. £14,000pa)**

**Over the years we have developed and managed a strong investment portfolio which includes:**

- An externally managed portfolio of stocks and shares
- An investment in the Vassall Centre barrier-free work and meeting venue in Fishponds, Bristol
- Commercial leases for retail and health services organisations
- Several rent-sharing agreements

## **Our Strategy**

Our strategy covers four key areas:

1. **Community Transformation and Development** – Establish Bristol Charities at the Vassall Centre as a local Community Anchor Organisation (CAO), from which to develop Bristol-wide Community Transformation work, including in partnership with other CAOs
2. **The Vassall Centre** – Relaunch the Vassall Centre as a stand-out, accessible and affordable barrier-free work and meeting space, particularly for the benefit of third sector and community organisations. Create a place-based programme of events, activities and facilities which promote the development of a Community Hub at the Centre. Longer term, we are planning to fully redevelop the site to accommodate affordable housing and community buildings alongside barrier-free work and meeting spaces.
3. **Housing and Support for Older People** – Maximise the financial viability and operational effectiveness of Bristol Charities' Housing activities, allowing design and delivery of service that will enhance residents' welfare, wellbeing and satisfaction. Deliver a Housing service that is best-in-class.
4. **Corporate Services** – Ensure that the charity's back-office functions, including a refreshed and centralised HR function, support its new and existing areas of operation so that resources can be optimally allocated and appropriately analysed.





## Charity Corporate Structure

**Bristol Charities** is incorporated in the form of a company limited by guarantee and the Trustees of Bristol Charities are Directors of the company. Bristol Charities serves as sole corporate Trustee of the Charities under its control. Its main governing document is our Memorandum and Articles of Association, and each charity has its own charitable scheme, describing its objectives.

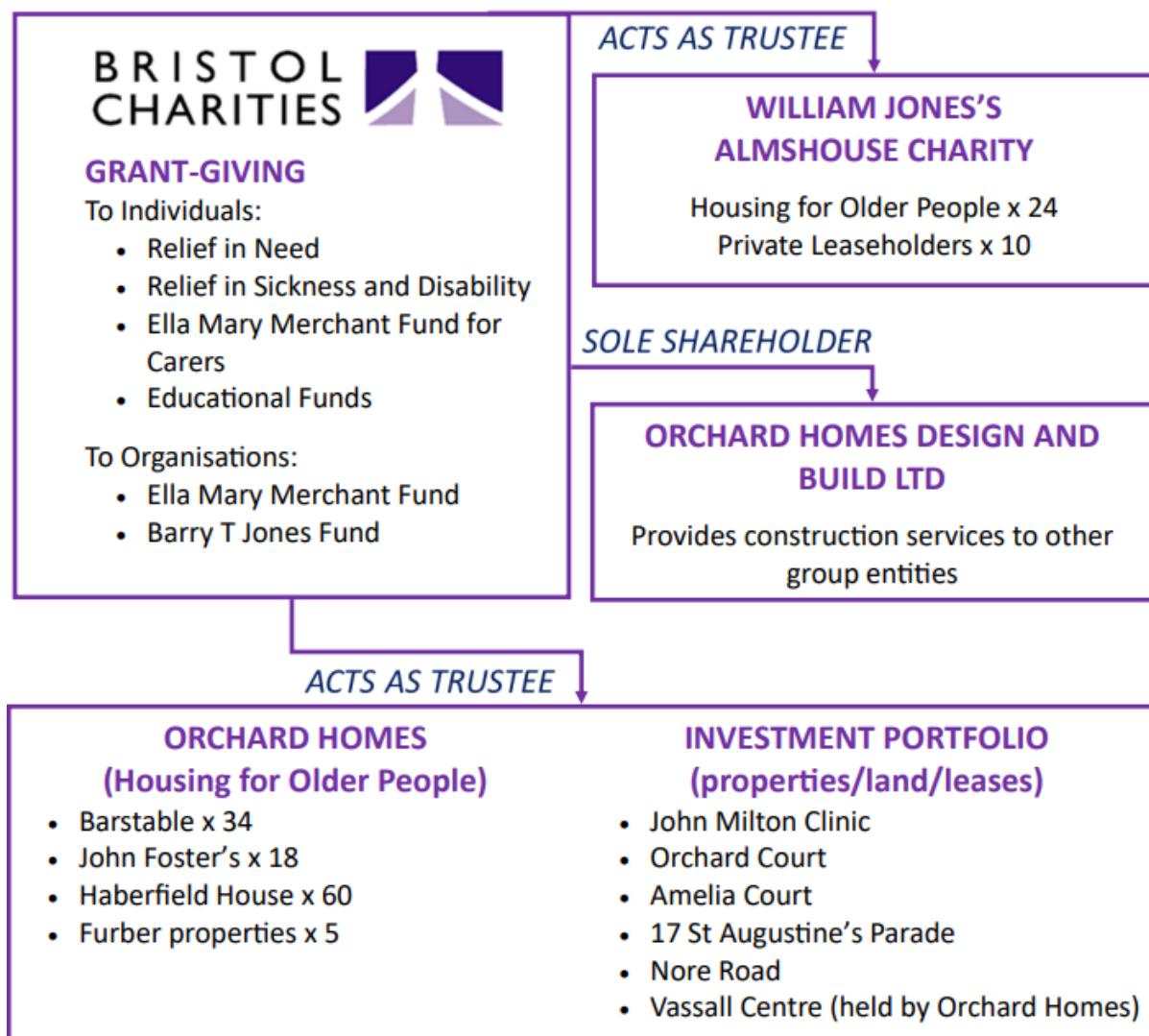
There are three other operating entities which sit within the Bristol Charities group. They are:

**Orchard Homes** is both a Registered Provider (RP) of Housing (a Social Landlord) and an almshouse charity. The organisation sits within the Bristol Charities Group and shares the governance and management structure of Bristol Charities. Orchard Homes' overall objectives are to provide accommodation for older people in need within the City of Bristol and all the Bristol Charities' accommodation schemes in Bristol sit within the structure and management of Orchard Homes. As well as being a registered charity, the organisation is regulated by the Regulator of Social Housing (RSH).

**William Jones's Almshouse Charity** is a registered Charity whose sole purpose is to provide almshouse accommodation for older people from Monmouthshire. Unlike Orchard Homes, William Jones's Almshouse charity is not an RP. Our only almshouse scheme outside of Bristol – Cwrt William Jones in Monmouth - sits within this Charity.

**Orchard Homes Design and Build Limited (OHDB)** is a registered company which was incorporated on 9 November 2015. It is a company limited by share capital, 100% of which is held by Bristol Charities. OHDB provides housing development services to Orchard Homes. OHDB contracts with principal contractors for the construction of Orchard Homes' housing properties.

OHDB is governed by a Board of Directors which includes two Bristol Charities Trustees, the CEO of Bristol Charities, and two independent Directors.

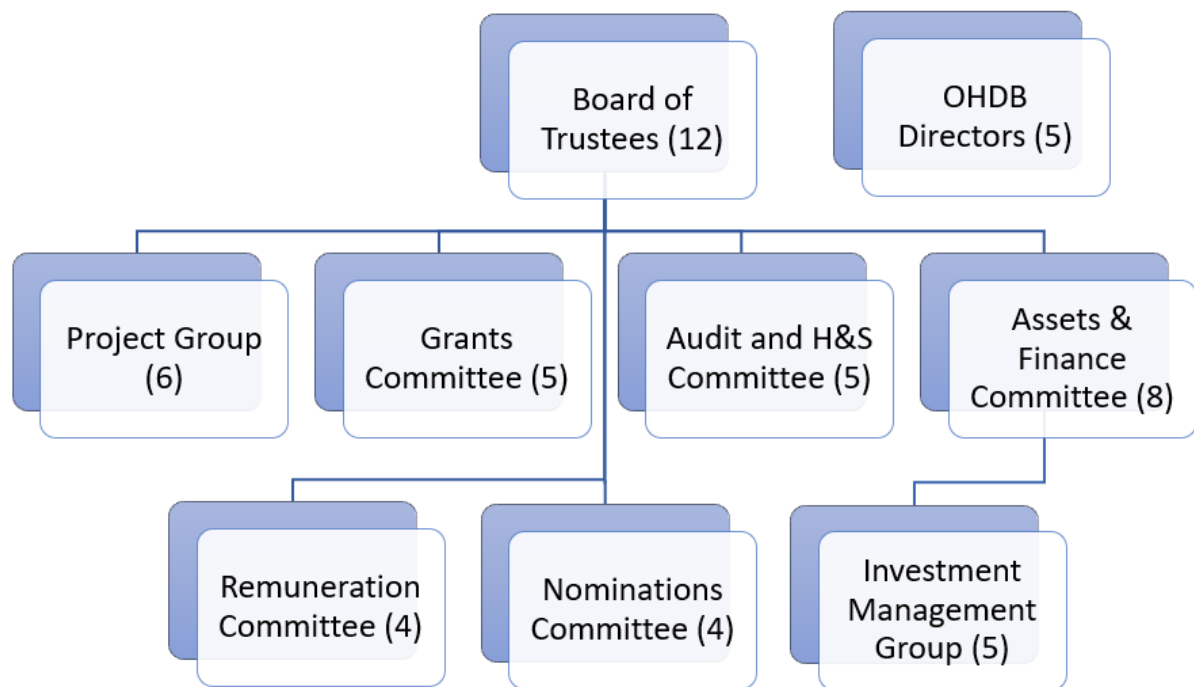




## Our Governance, Patron and Trustees

Our Patron is Mary Prior MBE DStJ JP. You can find out more about our Board of Trustees [here](#).

Our Committee structure is shown below:



We anticipate that our new Trustees will sit on around two of the Committees.

## Organisational Staffing Structure

We have a dedicated team and a passionate Board of Trustees who together have contributed to our success and set an ambitious and exciting five-year strategy. Our current staffing complement is shown below;

Chief Executive Officer	Julian Mines
<b>Community Development Function:</b>	
Head of Community Development	Charity Wallis
Community Hub Manager (BS16)	Zoe Williams
Community Hub Worker (BS14)	Lyndsey Bartaby
Family Engagement Lead	Vacant
<b>Corporate Services Function:</b>	
Director of Finance & Operations	Paul Smith
Office Manager	Laura West
Finance Manager (TBC)	Vacant / TBC
Finance Officer	Claire Leonidou
Facilities Manager (Vassall Centre)	Chris Ferris
<b>Fundraising and Communications Function:</b>	
Head of Fundraising & Communications	Emily Millington
Fundraising Manager (TBC)	Vacant / TBC
Business Development Manager	Vacant
Grants Officer	Hannah Smith
Vassall Centre Administration Officer	Hannah Smith
Vassall Centre Caretaker	Dave Hunt
Communications Assistant	Vacant
<b>Housing and Older People Function:</b>	
Head of Housing and Older People's Services	Katie Chesher
Housing Support Coordinator (BS10)	Eileen Francis
Housing Support Coordinator (BS14)	Mel Easton
Housing Support Coordinator (BS14)	Lyndsey Bartaby
Housing Support Coordinator (Monmouth)	Helen Carter
Housing Officer	Stuart Turner
Cleaner (BS14)	Jan Bryant
Cleaner (BS14)	Donna Hall
Cleaner (Monmouth)	Bev Miller

## Role Description

Job Title:	Trustee
Remuneration:	Voluntary and Unpaid. Reasonable out of pocket expenses reimbursed.
Location:	Meetings mainly held on weekday afternoons at the Vassall Centre, Fishponds, Bristol BS16 2QQ but remote attendance can be available in some instances.
Time commitment:	c. 1 day per month

## Overall purpose

To provide appropriate oversight, governance and leadership of Bristol Charities in pursuit of its strategic aims, and to add value to the organisation by contributing experience, expertise and insight.

To work alongside the Chair and Chief Executive and the Board, leading the organisation through changes in both the sector and the wider environment.

To help shape the organisation's culture, mission, aims, values and policies.

To scrutinise the performance of the organisation in meeting agreed goals and objectives and monitor the reporting of performance, holding the executive to account and protecting the integrity and probity of the organisation.

To oversee the integrity of financial and other information, and to ensure that financial quality controls and systems of risk management are robust.

## Board Responsibilities:

- Set and ensure compliance with the values, mission and strategic objectives of Bristol Charities, ensuring its long term success.
- Keep abreast of changes in Bristol Charities' operating environment.
- Agree policies and make decisions on all matters that might create significant financial or other risk.
- Satisfy itself as to the integrity of financial information, approving each year's budget, Business Plan and annual accounts prior to publication.
- Monitor performance in relation to these plans, budgets, controls and decisions.
- Satisfy itself that Bristol Charities affairs are conducted lawfully and in accordance with generally accepted standards of performance and propriety.
- Contribute to regular reviews of Bristol Charities' own governance.
- Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect Bristol Charities' interests, to the exclusion of their own personal and/or any third party interests.

- Contribute to the broader promotion of Bristol Charities' objects, aims and reputation by applying your skills, expertise, knowledge and contacts.
- Review the performance of the Board individual and collectively on an annual basis.

**Individual Responsibilities:**

- Uphold and promote the purpose, culture, values and objectives of the Bristol Charities and proactively develop an understanding of the organisation's strategic context to facilitate this.
- Bring energy, enthusiasm and commitment to the role, and broaden the diversity of thinking on our board.
- Ensure compliance with Bristol Charities' operating framework, relevant legislation and regulatory outcomes.
- Uphold principles of good governance such as high ethical standards, accountability, customer first approach, openness, diversity and inclusion, review and renewal, clarity, control and effective structures
- Understand and accept responsibilities and liabilities as trustees adhering to relevant codes of conduct and governance.
- Think creatively and strategically, exercise good, independent judgement and communicate effectively.
- Have a strong personal commitment to equity, diversity and inclusion.
- Keep up to date with changes in the sector and take part in setting and reviewing the organisations strategy, aims and objectives.
- Contribute to, and share responsibility for, the Board's decisions.
- Prepare for and regularly attend Board meetings, committee meetings and relevant training events.
- Represent the Board, if necessary, on internal matters such as complaints, grievance or disciplinary panels
- Respect the confidentiality of information, including information about individual Tenants.
- To declare any relevant interests as required by legislation and/or Standing Orders / Financial Regulations
- To undertake an annual appraisal with the Chair of the Board
- Establish strong working relationships with other Board Members, Executive and other senior staff.
- Willingness to lead according to our values.
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership



## Person Specification

Experience of:-

- Working as part of a group to manage an organisation.
- Working in a people-centred business or voluntary sector/public sector organisation.
- Managing personal and corporate relationships.
- Working in one of the two following areas:-
  - Social Housing (supported or general needs)
  - Commercial Property (management or development)

Ability to demonstrate:-

- An inclusive approach and awareness of equality and diversity issues, with a strong commitment to equality.
- An understanding of and interest in the Bristol area, and culture and a personal commitment to making a difference to the lives of those in need in Bristol.
- A commitment to Bristol Charities mission and values.
- An understanding of the role of the Board.
- A commitment to a strong teamwork ethos.
- An understanding of the realities of working in a regulated sector.
- performing an ambassadorial role raising the organisation's profile externally.
- strategic thinking, focusing on the bigger picture.
- Analysis of complex information, demonstrate clear analytical intellect and guide rational decision making.
- Excellent communication skills.

## Other Notes Relating to the Roles

### Responsibilities of All Trustees

In addition to the above, the two new Trustees will also have the responsibilities and qualities of all trustees:

- Support and provide advice on Bristol Charities' purpose, vision, goals and activities.
- Approve operational strategies and policies and monitor and evaluate their implementation.
- Oversee Bristol Charities' financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.

- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve Bristol Charities' financial statements.
- Provide support and challenge to Bristol Charities' CEO and Director of Finance & Operations in the exercise of their delegated authority and affairs.
- Keep abreast of changes in Bristol Charities' operating environment.
- Contribute to regular reviews of Bristol Charities' own governance.
- Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect Bristol Charities' interests, to the exclusion of their own personal and/or any third party interests.
- Contribute to the broader promotion of Bristol Charities' objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

### **Skills, Attributes and Qualities of All Trustees**

- Willingness to bring energy, enthusiasm and commitment to the role, and to broaden the diversity of thinking on our board.
- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity and inclusion.
- Enthusiasm for our vision and mission.
- Willingness to lead according to our values.
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

## Schedule of Meetings 2023

Unless otherwise stated, all meetings to take place at **the Vassall Centre**, Fishponds, Bristol BS16 2QQ but with remote access available via **Zoom**

Assets and Finance	2.00pm	Thursday 26th January
Remuneration	4.30pm	Wednesday 25th January
Audit, Health and Safety	9.30am	Monday 13 <sup>th</sup> February
Nominations	11.30am	Thursday 9 <sup>th</sup> February
Grants	2.00pm	Thursday 23 <sup>rd</sup> February
Board of Trustees Away Day		Thursday 16th March
Investment Management Group	10.30am	Thursday 20th April
Assets and Finance	2.00pm	Thursday 11th May
Grants – Carers Grants	2.00pm	Tuesday 20th June
Board of Trustees	2.00pm	Thursday 22nd June
Audit, Health and Safety	9.30am	Thursday 7th September
Assets and Finance	2.00pm	Wednesday 13th September
Board of Trustees	2.00pm	Thursday 21st September
Annual General Meeting	4.00pm	Thursday 21st September
Investment Management Group	11.00am	Thursday 19th October
Grants – Barry T Jones Grants	2.00pm	Thursday 19th October
Assets and Finance	2.00pm	Wednesday 15 <sup>th</sup> November
Board of Trustees (half day)	12:30pm – 5pm	Thursday 23 <sup>rd</sup> November

The 2024 schedule will look very similar to this, pending input from our new Chair.

Of particular note are the Away days / half days which happen mid-March and November, for which in-person attendance is requested.

## Recruitment Process

**To Apply:** Please provide a CV (no more than 3 sides A4) together with a supporting statement (no more than 3 sides) and complete the confidential Monitoring form. You can download a Monitoring form by clicking [HERE](#)

The **supporting statement** should demonstrate why you want to join Bristol Charities; your suitability for this role and specifically address the key elements of the person specification enclosed in this pack. Please ensure you provide evidence, with examples, of your experience. Send your application (CV/Statement/Monitoring Form) by

**9.00 am Monday 23<sup>rd</sup> October** to: [rec@thehousingexecutive.com](mailto:rec@thehousingexecutive.com)

**ALL applications will be acknowledged by email or telephone within 24 hours.**

If you would like to discuss any aspect of this post or the process, in confidence, please call Julie Kellaway at The Housing Executive, on 020 7620 3048.

We look forward to receiving your application. Do call if you have any queries.

## Timetable

Date	Activity
Monday 23 <sup>rd</sup> October	Closing date
Friday 3 <sup>rd</sup> November	Face to Face interviews, including a meet and greet with staff and stakeholders
By end of November	Appointee attends Board Member Induction

We anticipate that only one round of panel interviews will be required but Bristol Charities may invite candidates back for a second round, depending on the candidate pool.

On behalf of Bristol Charities, The Housing Executive would like to thank you for your interest in their Trustee opportunities.

