



**Have you considered becoming a Trustee?**

**CLIFTON PARISH HOUSES**  
REGISTERED CHARITY NUMBER 218376

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**Clifton Parish Houses is seeking to recruit additional trustees to  
compliment the current four Trustees.**

**About the Charity**

The charity known as Clifton Parish Houses comprised in conveyance and trust deeds dated 2nd May 1899, 4th February 1925 and 23rd September 1930 and the Charity known as the Nurses Residence comprised in a conveyance and trust deed dated 20th March 1933 were approved and established as the Parish Houses Charity Housing Association by the Charity Commissioners on 24th September 1997. The name of the charity was changed to Clifton Parish Houses in 2012.

The object of the Charity is the relief of poverty and/or sickness by the provision of housing accommodation for persons who are inhabitants of the Parish of Clifton-upon-Dunsmore or whose spouse, parent, child, brother or sister shall reside in the area of benefit on terms according to their means.

The Charity currently has sixteen properties under ownership and management in the village.

Further details can be found at:

<https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/218376>

<https://www.almshouses.org>

## Our plans for the future

Key challenges for the Trust over the next three years are:

1. Securing additional Trustees to ensure the continued smooth running of the charity by ensuring that all meetings are quorate (4 Trustees must be present for all decisions and meetings).
2. Successfully implement Microsoft 365 for the full digital management of the charity and introduce a website and social media presence to promote and develop the charity.
3. Succession planning for key central roles in the Trust.

## Trustee role summary

Number of positions advertised: 3

Trustees are charity trustees and are jointly and severally liable for the management of the charity and all potential Trustees need to ensure they understand their personal legal responsibilities.

The Trustees manage the business of the charity with the day-to-day administration being undertaken by the only part time employee, the Clerk to the Trustees. They may exercise all the powers of the trust in compliance with its charitable objects, and charity law.

Trustees bring a wide range of skills and experience to help guide strategy, ensure ambitions can be soundly financed for sustainability and growth, keep the charity infused with a passion for welfare of its Residents and the potentially the wider aspects of the village of Clifton upon Dunsmore and a commitment to continuous improvement and potential expansion of its housing stock.

Trusteeship is a voluntary, unpaid role for people who have the energy and skills to make a real contribution to shaping the future of our almshouses. You do not need to have any specialist knowledge of the Almshouse sector.

## Person specification

Every trustee is expected to abide by the Charity's code of conduct and the seven principles of public life set out by Lord Nolan: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

<https://www.gov.uk/topic/running-charity/trustee-role-board>

The strategic expertise required for the roles include:  
(please note, due to multiple roles, candidates may possess one or more of the skills / experience below)

Essential	Desirable
<ul style="list-style-type: none"> <li>• IT strategy and development Microsoft365</li> <li>• Marketing, websites and social media</li> <li>• Social Care experience</li> <li>• Event management (building a better community)</li> <li>• Corporate governance</li> </ul>	<ul style="list-style-type: none"> <li>• Audit Committee Chair Strategy development</li> <li>• Legal experience</li> <li>• Finance / audit</li> <li>• Estates management</li> </ul>

## Time commitment

The Trustees meet on a quarterly basis (depending on activities and priorities) at 19:30 pm for approximately 1 hour. Additionally, decisions can now be taken electronically using the Microsoft365 applications such as TEAMS and Outlook

## Applications

We are looking for committed individuals that preferably reside in Clifton. Whilst the usual term of a Trustee is 3 years, we will consider shorter tenures especially if an applicant wishes to use their marketing, website design and social media skills to build their personal resume for college/university or career development and would wish to deliver their value outcomes in a shorter period.

We recommend applying as early as you can:

**Deadline for applications: 30<sup>th</sup> September 2021**

**Informal Interviews/Chat: TBC**

### Clerk to the Trustees

The Clerk to the Trustees of **Clifton Parish Houses** charity will be the Administrator and currently only employee of the Charity and as such is vital in its smooth running. The Clerk is expected to advise the Charity on, and assist in the formation of, overall policies to be followed in respect of the Charity's activities and in particular to produce all the information required for making effective decisions by the Trustees and to implement constructively all decisions. The person appointed will be accountable to the Charity for the effective

management of all its resources and will report to them as and when required. The Clerk will be responsible for all financial records of the Charity and the careful administration of its finances, ensuring the Trustees are complying with their obligations of value for money and custodianship.

## **How to apply**

To apply for this position, please supply the following:

- A covering letter (maximum one side) highlighting your suitability for this role and setting out how you meet the criteria and interest in Clifton Parish Houses.

Completed applications should be e-mailed to Kevin Cahill, Chair:  
[kcahill@cliftonparishhouses.org.uk](mailto:kcahill@cliftonparishhouses.org.uk)