



Recruitment Pack

Chair of Finance
& Performance
Committee/
Vice Chair



Volunteer trustee
vacancy



SJMT 
people at heart

Welcome

Thank you for wanting to find out more about becoming a trustee of SJMT .

This is an extremely exciting time to join the Trust. Our family of charities have been providing services to local people in need for over 370 years and whilst our history is important to us, we have a strong vision of the future we want to help create. Over the past 5 years, we have been through an exciting period of transformation and growth which has led to an increase in services, the size and reputation of the organisation. In 2023, we will launch our new 5-year Strategy which will see us further improve and expand the work we do.

Trustees fill an essential role in ensuring our Trust improves the lives of vulnerable people in the West Midlands. We hope that this pack lets you know more about the Trust, the role of a trustee and how to apply to become one.

We currently have ten trustees, with space for up to two more. One of these vacancies is for Chair of our Finance & Performance Committee and we are looking for someone who has knowledge, skills, and experience in Finance/Accountancy.

At SJMT, we know diversity fosters creativity and innovation. Therefore, we are committed to equality of opportunity, to being fair and inclusive, and to being a place where all belong. We therefore particularly encourage applications from candidates who are likely to be underrepresented at Board. These include people from Black, Asian and minority ethnic backgrounds, and women.

Being a trustee can be rewarding and enjoyable. It is a great way to be involved in a community or a cause that matters to you. We understand that people become trustees for a wide range of reasons including giving back to your local community, having personal experience of some of the issues the Trust seeks to address, wanting to enhance your employment prospects or even to help you find out about the voluntary sector before making a career change. Whatever your reason, as you fulfil your role with us in action and spirit, we will support you in your goals.

What is important to us is that we find the right people, with the abilities and experiences we need as the charity moves forward in testing times for the charity sector. Being a trustee of SJMT will put you at the centre of the organisation, helping us to make a difference to hundreds of people every year.

We hope you'll consider joining us.



Julie Houlder | Chair



Brian Burke | Chair-elect



David Healey | CEO

About us

We are SJMT: a family of charities & community of people supporting those most in need in the West Midlands. We want everyone, regardless of age or circumstances, to feel secure, have opportunities and to thrive.

The services we provide include:

- Safe, affordable and well-maintained alms-housing
- Residential and extra care
- Community and housing related support
- Services to advance the opportunities of children and young people in need



Everything we do is rooted in our 370 year history and driven by our vision for the future. SJMT is made up of six separate charities governed by one board of trustees. We are also a Housing Association registered with Homes England and our care services are CQC registered.

Our Vision

We want everyone, regardless of age or circumstances, to feel secure, have opportunities and to thrive.

Our Mission

To offer people in need access to opportunities, hope and a place where they belong through the provision of quality housing, care, support and education.



Our Values

- Personalised – because no two people are the same
- Dignity – because everyone is worthy of honour and respect
- Innovation – because we are original and creative in our thinking
- Excellence – because we want to be recognised for providing quality services & support
- Honesty – because we are transparent and accountable in all that we do
- Fun – because we want to be a great place to work and receive support



Our Origins

SJMT (or Sir Josiah Mason Trust) was founded in 1868 by Josiah Mason, a Victorian industrialist and philanthropist; a 'self-made man with no advantages of birth, or connections, or education, or means'. Born 17 years before Charles Dickens began to write about the poverty of the Victorian era, Josiah taught himself to write as a child and went on to build a vast fortune from self-taught engineering skills and astute business knowledge. Josiah, influenced by his own childhood and deeply rooted values, saw himself as a custodian of his wealth, most of which he endowed to SJMT and Mason College (which became the University of Birmingham).



The original Almshouse & Orphanage built in the 1850's



The Orphanage opened in 1868

In the 1850's, Josiah built our first Almshouses in Station Road, Erdington. 10 years later, the Trust was officially founded on the 29th July 1868, in readiness for the opening of a second, larger orphanage in Bell Lane (now Orphanage Road), Erdington which included a community school. By the 1950's the role of the state in care of children and the cost to upkeep the building led the Trustees to close the orphanage and then the school.

The Trust retained ownership of a small part of the Orphanage site which contained 36 Almshouses built in the 1920's and which are now called Mason Cottages. It then went on to build further Almshouses on our sites in Olton in the 1960's and Shirley in 1974 and started providing care services in the 1980's and 1990's.

Since 2019, 4 other charities have joined the Trust with SJMT acting as corporate Trustee. These include:

Holte & Bracebridge Charity | Founded in 1650

Holy Trinity Heath Town Almshouse Charity | Founded in 1850

Thomas Banks Almshouses | Founded in 1891

Oak Tree House Trust | Founded in 1952

SJMT today

The Trust has continued to grow and evolve over the years and the need for the Trust is as real today as it was centuries ago. We now enter an exciting and ambitious new phase of development in which we aim to improve the lives of many more people living in the West Midlands.

Housing Services

Today we are probably best known for our Almshouses (often referred to as Sheltered Housing or Independent Living). We currently provide independent living from our sites in:

- Olton (45 flats in Mason Court, 8 mobility flats in Jubilee Court and 1 bed Marlowe Cottage)
- Shirley (64 flats in Mason House and 8 mobility flats in Ruth Patrick House)
- Erdington (36 one-bed cottages at Mason Cottages and 10 bungalows at Holte & Bracebridge Almshouses)
- Heath Town, Wolverhampton (6 Jacobean style Almshouse Cottages)
- Kidderminster (6 one-bed bungalows)
- Bourneville (20 one-bed flats)

Independent Living is housing that offers residents a little extra support and security without taking away their independence.

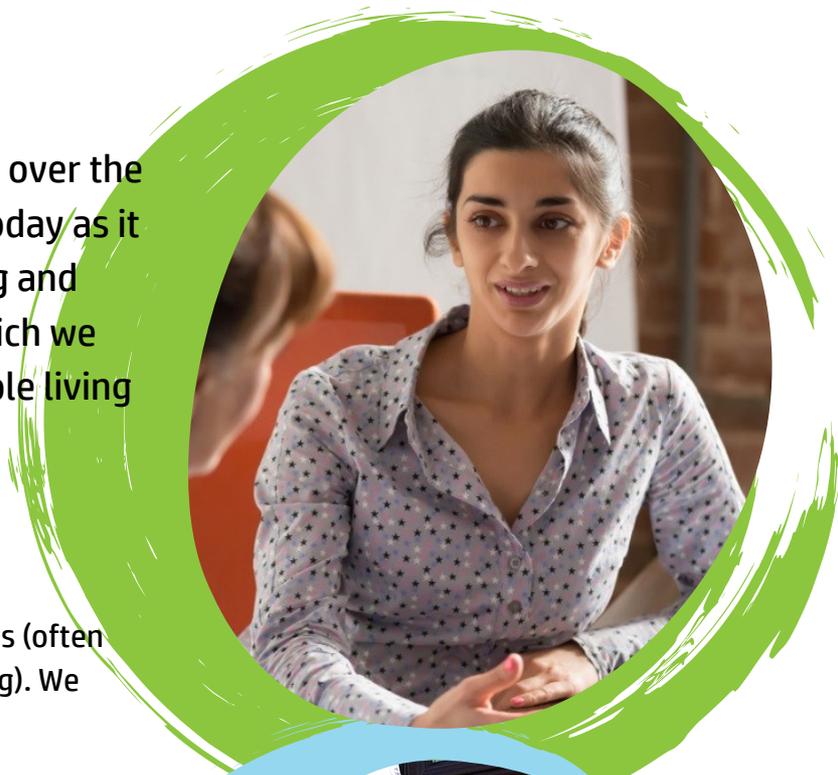
Residents live in their own self-contained home and come and go as they please. Every resident will have access to a named Wellbeing Worker who can provide individual support, depending on a resident's needs, to help them retain their independence, build their social networks and feel safe in their home. Support could be as often as weekly, monthly or as infrequent as a person needs/wants.

Residents are also offered a daily wellbeing call and each property comes with a built-in alarm system which is monitored 24 hours a day. Larger schemes will also have staff on-site daily Monday to Friday.

Every month, all residents can access the following support at our larger sites:

- A residents meeting facilitated by the Housing Manager
- A Money Advice Surgery

We can also provide support and advice to help residents claim Housing Benefit and carry out income/benefit checks to help to maximise income as well as provide support with budgeting and essential money management skills.





Whilst living with us can offer peace and quiet, there are also lots of opportunities to get involved in our active communities through a regular programme of residents social events, including trips. Our larger sites have communal lounges, dining areas, kitchens and laundry rooms.

Our homes include one and two person accommodation including units built/adapted for people with disabilities and are a mixture of apartments, cottages and bungalows.

Floating Support Service

This service is for people in Solihull who are over 25 and single or part of a family. It has been specifically designed to support someone who may:

- Have recently been housed after a period of homelessness'
- Or who has support needs that mean they find it difficult to settle or maintain their tenancy

The service offers flexible one-to-one support provided where it best meets a persons needs. Support can increase and decrease as needs change. Support is: structured, practical and recorded in a Support Plan that belongs to the person receiving the support. This could include support to access other services, advocacy, budgeting, help to set up and furnish a home, support to improve health & wellbeing and to be part of the local community.



Care Services



Extra Care Housing

We provide a traditional model of Extra Care Housing from our site in Olton at the 21 bed Alexandra Court. Extra Care housing, also sometimes called very sheltered, or assisted living housing is a growing and popular part of the housing with care market. Most 'extra care' residents are older people and they often find it attractive because it offers 'independent living in a home of their own', with a range of other services on hand, if they need or want them.

Our 'Extra Care' Scheme at Alexandra Court has 21 independent self-contained flats, all specifically designed for older people. We provide good sized furnished rooms (although some residents may like to bring certain items of their own furniture). All the rooms have a private WC. In addition, there are three specially equipped bathrooms for residents with mobility issues and a purpose built wet room. The scheme has its own dining room and our catering team provide breakfast, a cooked midday meal and early evening tea.

This service is registered with the Care Quality Commission (CQC) for the provision of Domiciliary Care.

The Manager of the service also oversees the:

Domiciliary Care Service

The provision of personal care. Currently only available to residents living on our Olton site.

Residential Care

Alexandra House was built by the Trust in the 1980's on our site in Olton and was originally a nursing home. At a later stage, it was converted to a residential care home, catering for 36 older people in furnished and decorated self-contained rooms. The home has a number of informal sitting areas – including a large conservatory. The home is located in safe and secure environment with pleasant gardens, and every room has a nice outlook.

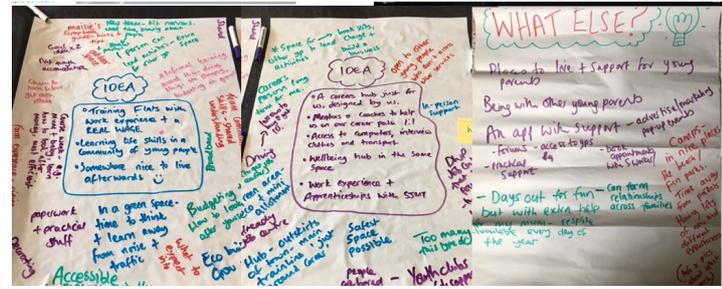


The home is managed by an experienced Registered Manager, and a team of dedicated, NVQ qualified staff who have also received specialist training in caring for people developing dementia.

All meals are prepared fresh and are cooked 'on site'.

Young People

Whilst we are well known for the support we provide to older people, we have been providing grants, education and support to some of the most vulnerable young people in Birmingham and Solihull for over 150 years. We are at an exciting stage of development this year following a period of independent consultation and service design.



Housing

We are currently in the early stages of developing 6 self-contained apartments which will offer supported living to young people leaving care and/or who are homeless.

Young People's Community Pilot Project

Based on our consultation and testing work with young people and key stakeholders working with young people, in late 2022, we will be launching a new pilot project that will support young people (13-25) who are in, about to leave, or who have experience of the care system to identify and achieve their hopes and goals.

This project will be embedded in our founding principles and ethos that everyone should have hope and the opportunities to thrive, much like Josiah Mason himself.



The project will link a young person with a named member of staff (their supporter) who will be their main contact throughout their time with the project. This will enable the young person and supporter to develop a positive, nurturing relationship and give the young person stability and continuity. The supporter will work with the young person through 'explore sessions' to identify their hopes and aspirations and work with them to put practical plans in place to support these becoming closer to reality whilst remaining honest with the young person. The explore sessions will be led by the young person, facilitated by the supporter and whilst they will be individual to each young person, the 4 areas we have identified through our consultation with young people.

Apprenticeships

For many years, we have funded apprentices in different areas of the charity. Apprenticeships are an excellent way of getting a head start in a particular field of work and enable people to start working and earning a decent wage while they learn key skills and gain the qualifications that employers need. We employ apprentices in several areas of the organisation including catering, painting and decorating, care and customer services.



About being a Trustee

A trustee is a member of our Board. The Board is the group of approximately 12 people that ensures that our charity:

- has a clear set of goals or strategy
- is making sure the action to achieve those goals is being taken
- meets its legal and financial obligations

Sir Josiah Mason Trust is also a company limited under guarantee, so trustees are also directors of the charity.

Sir Josiah Mason Trust trustees are expected to:

- act as a single body.
- ensure the work and goals of the organisation are in line with our stated objects, which is defined in our governing document.
- keep a check on our finances and activities.
- appoint and support the chief executive
- delegate authority for day to day activities to staff and/or volunteers.
- take overall legal responsibility for the work of Sir Josiah Mason Trust.
- act in the interests of Sir Josiah Mason Trust and not themselves.

The Charity Commission, our regulatory body, has a wealth of information about being a trustee, including their guide to the 6 main duties of a trustee which can be found at www.gov.uk/guidance/charity-trustee-whats-involved

Who can be a charity trustee?

The Charity Commission provides guidance on who can be a trustee.

Most people over 18 years of age can become trustees, but a few are not eligible.

Those who have already been disqualified as company directors and those who have been convicted of an offence involving dishonesty or deception cannot usually become trustees. For further guidance on eligibility, please visit the Charity Commission. Please note: you will be required to complete an enhanced DBS check if you are successful.

It is also important that we are looking for people who can demonstrate the seven Nolan principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership. These principles form the basis of the ethical standards we expect and more details can be found at: www.gov.uk/government/publications/the-7-principles-of-public-life

Do you get paid?

Our Trustees are volunteers and are not paid, though you can be reimbursed for any out of-pocket expenses from your involvement as a trustee.

How much time do I need to commit?

Currently the Board meets every three months, for about 2 hours: you will be expected to attend. It is also expected that you prepare for the meeting by reading and thinking about Board papers before you arrive. This should take no more than about two hours. Board meetings are usually on a weekday evening and half of these are now virtual. There is also an annual strategy Away Day, usually in the Autumn. The Chair of Finance & Performance Committee will also have additional commitments which are detailed in the Role Description.

There are also other opportunities and we encourage each Trustee to have one designated role or Sub-Committee group membership. These include The Finance & Performance Committee, Staff Forum, Residents Forum or Working Groups.

From time to time, trustees are asked to represent the charity at other meetings or to attend training workshops/seminars, if they can make themselves available.

What happens at a Board Meeting?

The Chair and the Chief Executive meet a few weeks beforehand to develop an Agenda. This provides the backbone of the meeting and helps everyone know what kinds of issues are going to be discussed. Most agenda items have a report attached to them.

Each report will make it clear whether the report contains items for decision-making or whether it is an item for information only. Trustees are able to raise issues from each report and have an opportunity to raise additional items for discussion under Any Other Business at the end.

What skills do I need?

We are committed to ensuring that we have a strong mix of different skills, backgrounds and experience on our Board. We want the Board to reflect better the communities and people our charity serves, so we would welcome trustees who are a part of the local community, maybe having been involved in community leadership in some way.

A Role Description for this post including a list of some of the skills and experience we are seeking are on the following pages.

Role Description

Role Title: Chair of Finance & Performance Committee/Vice Chair

Date: March 2022

Term of office: 3 years

PURPOSE OF THE POST:

The Chair of the Finance & Performance Committee will be a regular Trustee with additional responsibilities including Chair of the Finance & Performance Committee, Vice Chair of the Trust and Senior Independent Director. This Role Description must be read alongside the General Trustee Role Description and Chair Role Description.

Duties & Key Tasks

Chair of Finance & Performance Committee

- To have an input into the Agenda for the Committee in discussion with the Chief Executive.
- To ensure proper and efficient conduct of meetings.
- To prepare and present to Board a Chair's Report which summarises the items discussed, and decisions made at each F&P Meeting.
- To ensure that the Standing Orders and Financial Regulations are reviewed annually.
- To be a member of Remuneration Committee meetings.
- To support the Senior Leadership Team in the presentation of financial reports to Board and in responding to the wider scrutiny of financial information by Board.

To ensure that the Finance & Performance Committee:

- Meets each quarter
- Monitors and assesses the Trust's arrangements & performance in relation to investments including its investment policy and to ensure that these arrangements are aligned with long term strategic objectives
- Makes decisions in relation to the appointment/reappointment and removal of the investment advisors and managers
- Keeps under review the adequacy and effectiveness of the Trusts internal financial controls and financial risk management systems including relevant procedures and policies through the Internal Audit procedures.
- Investigates on behalf of the Board of Trustees any matter that may put the charities at financial risk.
- Agrees the parameters and reviews and recommends to the Board the Charities' budgets for approval.
- Monitors and reviews quarterly financial monitoring reports
- Agrees and monitors KPI's in relation to operational performance and human resources
- Reviews compliments, concerns, and complaints, ensuring that we adhere to our procedures and identify lessons learnt.

Vice-Chair

- To act as a deputy for the chair, taking on the chair's role when the chair is absent.
- To support the work of the Chair in the execution of their duties, leading on specific projects or work as jointly agreed.
- To provide peer support to the Chair, offering a listening ear and to act as a critical friend.
- To support the recruitment of new Trustees.

Senior Independent Director (SID)

- To act as an intermediary for other Trustees when necessary; listening to any issues, concerns, or observations they may have about the Chair.
- To ensure that there is a clear division of responsibility and an appropriate working relationship between the Chair and Chief Executive.
- To undertake an annual performance evaluation of the Chair.
- To be available to the Executive Team if they have concerns that contact through the normal channels of Chair, or Chief Executive has failed or is not inappropriate.

PERSON SPECIFICATION

- Financial expertise, with a recognised accounting qualification and ability to scrutinise and probe financial statements, reports, and balance sheet information
- Experience of operating at a senior strategic leadership level within an organisation.
- Experience of charity governance and working with or as part of a Board of Trustees
- Experience of chairing meetings.
- A broad understanding of charity finance issues.
- Good understanding of charity governance issues.
- Can demonstrate a strong and visible passion and commitment to the charity, its strategic objectives and cause
- Shares the values of the Trust
- Impartiality, fairness and the ability to respect confidences.
- Ability to ensure decisions are taken and followed-up.
- Good time-keeping.
- Tact and diplomacy.

Time Commitment: The role of Chair of F&P requires an estimated commitment of 4 hours each quarter.

How do I apply?

Whilst we want the application process to be simple, it is for us, a local charity, a big decision.

We need to make sure we have the right people on our Board, which means the process is not necessarily the quickest, but we hope at every point it helps ensure you are doing the right thing for you and us, by becoming one of our Trustees.

To get the process started, please send us your CV with a covering letter explaining why you think you would make a good Trustee for Sir Josiah Mason Trust. Be clear about how you think your skills and/or experience will contribute to the effective governance of the charity. You need to send this by email to david.healey@sjmt.org.uk or by post to, David Healey, Sir Josiah Mason Trust, Mason Court, Hillborough Road, Solihull, B27 6PF

We shortlist and invite successful candidates to attend an initial informal meeting with the CEO to find out more about the organisation before a face-to-face interview with the Appointments Panel which is made up of the Chair, 2 Trustees and the CEO.

Following a successful interview, potential Trustees will be invited to attend a Board meeting/s as observers. This gives you a chance to get a proper feel for whether being on our Board is for you. If both parties are happy after that, then you can be appointed as one of our new Trustees at the Annual General Meeting in September!

If at any point in the process you want to talk things over, then please feel free to give the Chief Executive, David Healey, a call on 0121 245 1001.

Good Luck with your application!

