



Recruitment Pack

Chair of Trustees



Volunteer trustee
vacancy



SJMT 
people at heart

Welcome

Thank you for wanting to find out more about becoming the Chair 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. This year we launched our new 5-year Strategy which will see us further improve and expand the work we do. We are also working increasingly in partnership with one of our neighbouring Trusts, Yardley Great Trust Group which presents even more exciting opportunities for the growth of both of our organisations.

The Chairperson has a strategic role to play in representing the vision and purpose of the organisation. They ensure that the Board functions properly, that there is full participation at meetings, that all relevant matters are discussed and that effective decisions are made and carried out. They will also be an ambassador for our organisation.

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 the Chair 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 that this pack lets you know more about the Trust, the role of Chair at SJMT and how to apply and that you consider joining us.

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 to have a great place to call home, be part of a thriving community and to have opportunities to achieve their potential.

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 seven 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

A future where all people have a great place to call home, are part of a thriving community and have opportunities to achieve their potential.



Our Mission

Our family of charities strive to improve lives and create opportunities by providing quality homes, care, support, and education.

Our Values

Personalised – we believe that no two people are the same and we treat everyone with dignity.
Inclusivity – we believe everyone should have the same opportunities no matter their differences.

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.

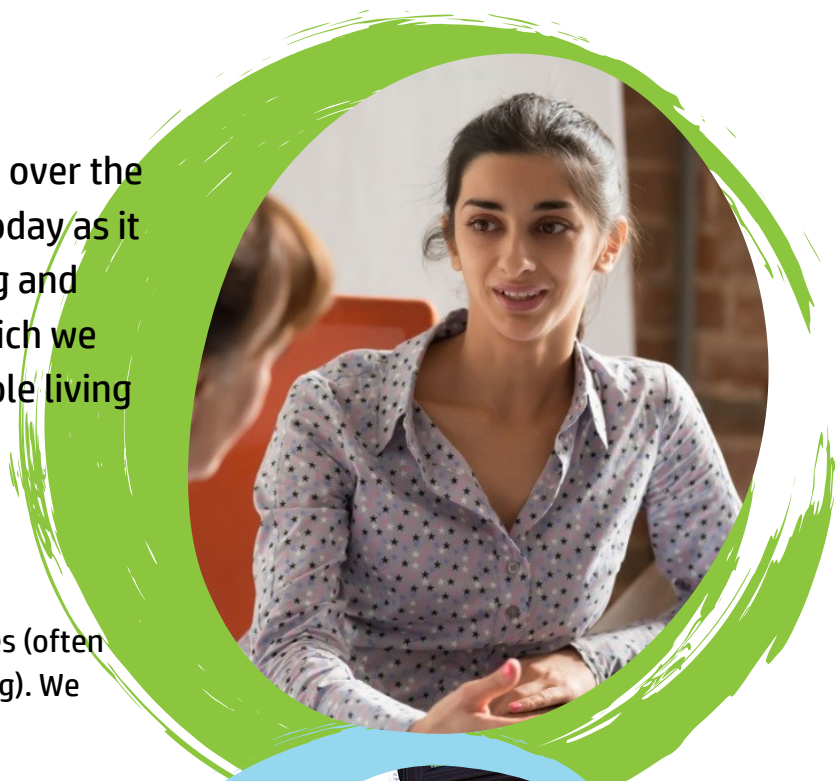
Residents live in their own self-contained home and come and go as they please. Every resident will have access to a named Wellbeing Worker who can provide individual support, depending on a resident's needs, to help them retain their independence, build their social networks and feel safe in their home.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

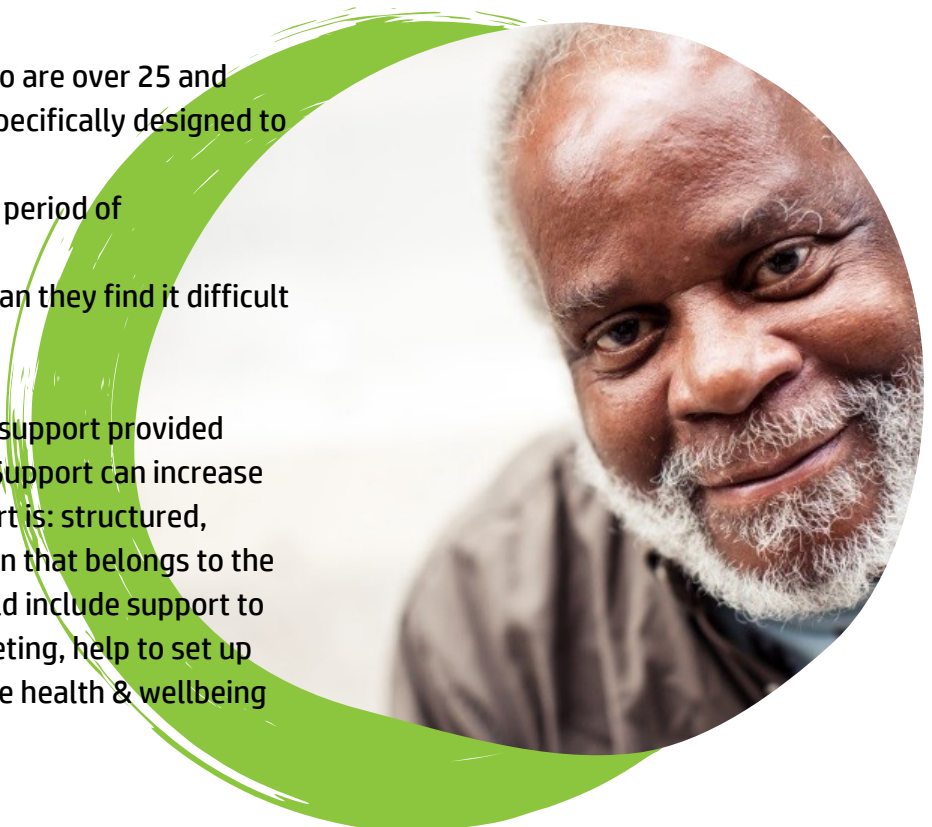
Our homes include one and two person accommodation including units built/adapted for people with disabilities and are a mixture of apartments, cottages and bungalows.

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.

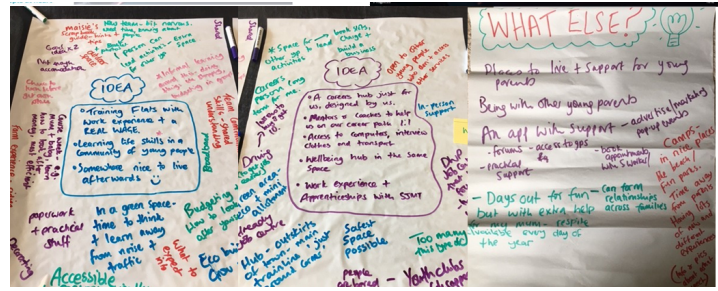


The home is managed by an experienced Registered Manager, and a team of dedicated, NVQ qualified staff who have also received specialist training in caring for people developing dementia.

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.



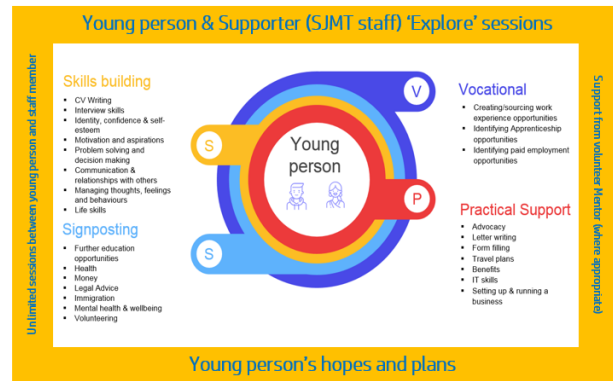
Housing

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, this year we launched a new pilot project that supports 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 will also have additional commitments which are detailed in the Role Description including attendance at additional meetings, engagement with key stakeholders and regular support to the CEO.

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 Trustees

Date: June 2023

Term of office: 3 years

PURPOSE OF THE POST:

The Chairperson has a strategic role to play in representing the vision and purpose of the organisation. The Chairperson ensures that the Board functions properly, that there is full participation at meetings, all relevant matters are discussed and that effective decisions are made and carried out.

Key responsibilities include:

- Provide leadership to the board and to ensure that trustees fulfil their duties and responsibilities for the proper governance of the charity
- Support, and where appropriate, to challenge the Chief Executive
- Ensure that the Board as a whole works in partnership with the Senior Leadership Team.

Duties & Key Tasks

To provide leadership to the board and to ensure that trustees fulfil their duties and responsibilities for the proper governance of the charity.

To guard the long-term future of the charity by ensuring that:

- the board sets the mission, vision, strategy and high-level policies for the charity within the powers and restrictions in its charitable objects and governing instruments
- the board takes steps to monitor the performance of the charity and to ensure that the charity satisfies all regulatory and legal compliance requirements
- major risks to which the charity is exposed are reviewed regularly and systems are established to mitigate these risks without the charity becoming totally risk averse
- the charity has a satisfactory system for holding in trust for the beneficiaries moneys, properties and other assets and ensure that moneys are invested to the maximum benefit of the charity, within the constraints of the law and ethical and other policies laid down by the board
- the charity's financial dealings are systematically accounted for, audited and publicly available
- internal controls and systems (both financial and non-financial) are audited and reviewed regularly
- the board and the charity are fair and open to all sections of the community in all the charity's activities
- the board and the charity hear the voices and views of key stakeholders, especially beneficiaries.

To ensure the highest possible standards of governance by ensuring that:

- the charity has a governance structure that is appropriate to a charity of its size/complexity, stage of development, and its charitable objects and that these structures and the governing instruments are reviewed regularly
- the board delegates sufficient authority to its committees/working groups, the Chair, the Chair of Finance & Performance, the Chief executive and others to enable the business of the charity to be carried on effectively between meetings of the board
- the board's delegated authority is recorded in writing by means of terms of reference for board committees, role descriptions for honorary officers and for key staff etc, and the board monitors use of these delegated powers
- the board has on it the skills it requires to govern the charity well and these skills are utilised, and that the board has access to relevant external professional advice and expertise
- there is a systematic, open and fair procedure for the recruitment and co-option of trustees, future chairs of the board and future chief executives
- all members of the board receive appropriate induction, advice, information and training (both individual and collective)
- trustees act reasonably, always act in the interests of the charity
- the board of trustees regularly reviews its performance.

To ensure the proper and efficient conduct of board meetings by:

- chairing trustee meetings effectively, seeking consensus, balancing the need for full debate on key questions with the expeditious despatch of business so as to reach clear and agreed decisions as swiftly as possible
- encouraging all trustees to participate and to feel free to challenge constructively both the chair and the chief executive
- taking an active role in ensuring that board agendas are meaningful and reflect the key responsibilities of trustees
- ensuring that the chief executive and their staff provide the board with relevant, timely and accurate information in order to allow the board to discharge its responsibilities. This should include alerting the board to major risks, informing the board of current and future key issues, including significant trends, and informing the board about external changes which may impact on the charity.
- ensuring that board decisions are made in the best, long-term interests of the charity and that the board takes collective ownership of these decisions
- ensuring that decisions taken at meetings of the board are implemented
- ensuring that there is an annual programme of board and committee meetings, carefully structured agendas and high-quality briefing papers providing timely information and concentrating on governance.

To support, and where appropriate, to challenge the Chief Executive and to ensure that the board as a whole works in partnership with executive staff.

To support the chief Executive by:

- ensuring there are clear and open processes for the recruitment (and if necessary dismissal) of the Chief Executive, and for setting and reviewing the remuneration package of the Chief Executive
- ensuring that the board focuses on its governance role and does not slip incrementally, or otherwise, into the management role (unless essential to the good governance of the charity)

- the charity has a governance structure that is appropriate to a charity of its size/complexity, stage of development, and its charitable objects and that these structures and the governing instruments are reviewed regularly
- arranging regular, but not over frequent, meetings with the Chief Executive and by developing a very professional relationship with the Chief Executive within which each can speak openly about concerns, worries and challenges
- providing leadership to the Chief Executive to ensure that the charity is run in accordance with the decisions of the board and the charity's governing documents and that there is clarity about the charity's objectives at all levels
- supervising the Chief Executive on behalf of the board (unless other arrangements are made), always remembering that the chief executive is responsible to the board as a whole and not to any one individual trustee or sub-group of trustees.
- ensuring the Chief Executive's performance is reviewed annually
- ensuring the Chief Executive has the opportunity for professional development and has appropriate external professional support
- in partnership with the Chief Executive, to agree respective roles in representing the charity and acting as spokesperson.

To make sure that the board understands and fulfils its responsibility to hold the Chief Executive and the executive team to account by ensuring that:

- when necessary, the Chair and the trustees challenge the chief executive constructively and only in the best interests of the charity and as "critical friends"
- the Chief Executive is clear about the key performance indicators by which he/she will be held accountable
- the Chief Executive understands his/her crucial responsibility to provide relevant, honest, timely, high-quality information and advice to the board of trustees
- there are appropriate mechanisms, both internal and external, to verify that the board receives a balanced and honest picture of how the charity is doing

To ensure the board works in partnership with staff by:

- ensuring through the Chief Executive, that the staff understand the role of the board and that the Chief Executive provides an effective link between the board and staff
- ensuring that staff are aware of the board's appreciation of their successes and hard work
- ensuring that, through the Chief Executive, a performance evaluation process is in place for everyone in the organisation and that the charity invests in the development of staff
- ensuring that whenever practicable, trustees visit various parts of the charity, attend a few events organised by the charity and have informal opportunities to meet staff and beneficiaries.

PERSON SPECIFICATION

Personal Qualities

- 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.
- A creative thinker
- Strong networking capabilities that can be utilised for the benefit of the charity
- Ability to foster and promote a collaborative team environment

Experience/Knowledge

- Must have been a Trustee for another charity and ideally in the capacity of Chair or Vice Chair.
- Experiencing of chairing meetings
- Demonstrable experience of strategy design and development
- Currently working in a leadership role, ideally at an Executive or Non-Executive level
- Excellent communication and interpersonal skills.
- Understanding of the roles/responsibilities of a Board of Trustees
- Knowledge of the operating environment for charities in England.

Time Commitment: The role of Chair requires an estimated commitment of 8-10 hours each month.

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 Chair for Sir Josiah Mason Trust. Be clear about how you think your skills and/or experience will contribute to the effective governance and leadership 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 by no later than Sunday 16th July.

We shortlist and invite successful candidates to attend a face-to-face interview with the Nominations Panel which is made up of the 3 Trustees and the CEO. Interviews should take place on the week commencing 24th July.

Following a successful interview, you will be invited to attend a meeting as an observer. This gives you a chance to get a proper feel for whether leading our Board is for you. If both parties are happy after that, then you can be appointed as the next Board Meeting!

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!

