



Sir Josiah
MasonTrust 
people at heart

Recruitment pack

Volunteer Trustee

August 2018



Welcome

Thank you for wanting to find out more about becoming a trustee of Sir Josiah Mason Trust.

Trustees fill an essential role in ensuring our Trust improves the lives of vulnerable people in Birmingham and Solihull. 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 nine trustees, with space for up to three more. We are particularly looking for people with expertise in the following areas:

- Finance
- Housing & Care
- Commerce
- Education/young people

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. Being a trustee can help you meet new people, change your community for the better, learn new skills or use your existing skills in a different way. It can bring new challenges, but by being part of a team, as a trustee you will have the opportunity to help us overcome them.

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 Sir Josiah Mason Trust 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 of Trustees



David Healey
Chief Executive

About Sir Josiah Mason Trust

We are Sir Josiah Mason Trust: a local charity with a proud history of supporting people in need for over 150 years. We offer access to opportunities, hope and a place to belong.

We do this by providing safe, secure, affordable and well maintained sheltered accommodation, residential care and extra care housing for adults in their older age and education and support to young people from disadvantaged communities.

The Trust is a registered charity and a limited company and the parent of a group of charities. We are also a Housing Association registered with Homes England and our care home and domiciliary care service is 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



Making life better
for 150 years



Our history

Sir Josiah Mason Trust was founded in 1868 by Josiah Mason, a Victorian industrialist and philanthropist.

Sir Josiah was born in 1795 in Kidderminster, 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 and joined a Unitarian Sunday School as they could provide him with a basic education. He went on to build a vast fortune from self-taught engineering skills and astute business knowledge.

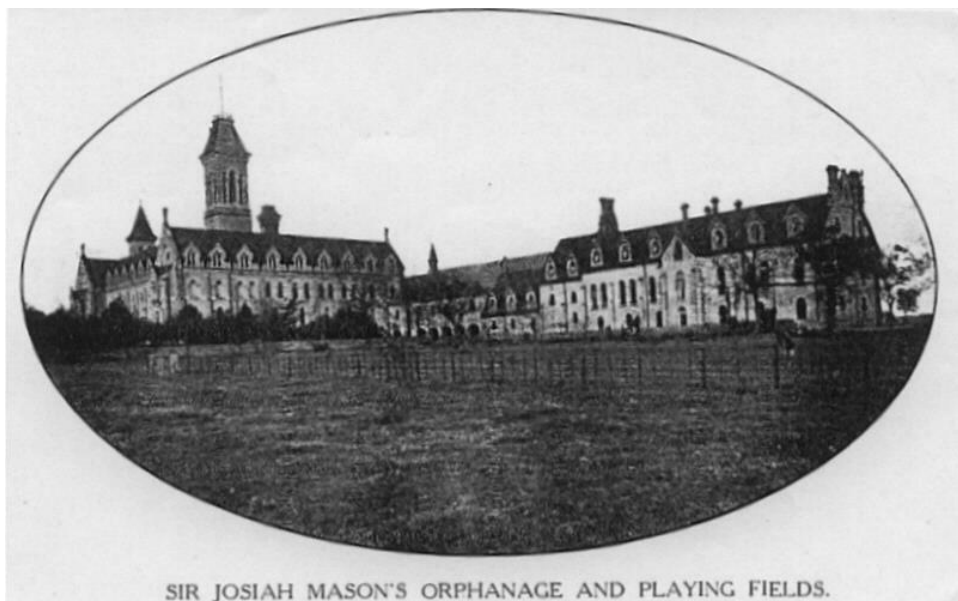
From an early age, Josiah showed an entrepreneurial flare and tried his hand at many inventions, trades and business ventures before moving to Birmingham in 1816. By 1824, he invested the savings he had earned into a business which manufactured split rings. It was here that he improved the machinery that made the rings so that it was bevelled, hence the modern day key ring. He later went on to become the largest manufacturer of steel pens and pen nibs in the World and contributed heavily to the Birmingham pen trade. He also improved the machinery to make the split pen nib.

Josiah, most likely influenced by his childhood experiences was an extremely caring and generous man who went on to do many charitable works, including the founding of schools, a dispensary and Mason Science College, the forerunner of the University of Birmingham. He was knighted for his good works in November 1872.

The Trust

In 1858, Josiah built the first Almshouses in Station Road, Erdington for 30 'spinsters and widows' over 50 years old and rooms for 20 orphan girls. These Almshouses were demolished in 1974.

It was 10 years later that 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, with rooms for 26 women and dormitories for 300 children. It cost £60,000 to build and was endowed to the sum of £200,000. All of this was financed by Sir Josiah and it amounted to a huge fortune at this time. Later a new wing was added to enable a total of 500 children to be accommodated. The orphanage was eventually re-designated as a school, but by the 1960's the cost of upkeep had become prohibitive, leading the Trustees to close it in 1960.



SIR JOSIAH MASON'S ORPHANAGE AND PLAYING FIELDS.

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 Shirley in 1974 and Olton in 1979 and started providing care services in the 1980's.

The Trust has continued to grow and evolve over the years and the need for the Trust is as real today as it was 150 years 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 Birmingham and Solihull.

The Trust today

Sheltered Housing

Today we are probably best known for our sheltered housing (or Almshouses). We currently provide sheltered housing from our three sites in:

- Olton (45 flats in Mason Court, 8 mobility flats in Jubilee Court and 1 bed Marlowe Cottage)
- Shirley (50 flats with 13 new flats in development in Mason House and 8 mobility flats in Ruth Patrick House)
- Erdington (36 x 1 bed cottages)

We are the largest provider of sheltered housing in Solihull.

Sheltered Housing is housing that gives people support and security without taking away their independence. We provide a range of one and two person accommodation including units built/adapted for people with disabilities, across our three sites. Each property comes with a built-in alarm system which is monitored 24 hours a day.

Each site has a dedicated manager who will assess an individual's need for support. It may be that a resident does not need any support and that is fine however, it is there if they require it in the future.

Residents also have access to our Debt Management and Benefits Advisor who can provide individualised support and advice and who can help claim Housing Benefit. The Advisor can also carry out income/benefit checks and help to maximise income by agreeing affordable repayment plans as well as support with budgeting advice and essential money management skills.

At Sir Josiah Mason Trust, we can help residents settle into their new home and into the local community. The types of support provided include help to:

- manage the property/home
- with reading and managing with bills
- with paying bills
- with appointments and social activities.
- Enabling residents to remain independent in their home
- advice and information about local services and opportunities.....
- Support can also be given for short periods following an illness, bereavement or coming out of hospital.

Each of our sites also has an active residents group who organise a range of regular subsidised social activities.

Extra Care Housing

We provide a traditional model of Extra Care Housing from our site in Olton at the 21 bed home 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 20 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: this service does not currently provide personal care, but does offer a help at home type cleaning service to residents at Mason Court and Mason House.

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'.

Supporting 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.

In the coming years, we plan to expand the services and support we offer to young people.

Current programmes we support include:

Academic Enrichment Programme:

University of Birmingham

For many years, we have provided bursaries to students at The University of Birmingham through their Access to Birmingham Scholarships Programme. This supported many individuals from our region to undertake degree courses in subjects such as Social Policy and Social Work. Many of these students may not have been able to access higher education without these scholarships.

Between 2017-2020, we will provide funding for a new programme which will enable 45 young people each year from the Birmingham and Solihull area to access this life-changing programme, which encourages and supports young people from less advantaged backgrounds to realise their higher education aspirations.

Tuition for Looked After Children:

Solihull Metropolitan Borough Council

We currently provide funding for individual tuition for 'looked after' young people to enable them to go on to access higher level qualifications and training.

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.

The future

In January 2018, we launched our new ambitious 5 year Strategy 'Building on strong foundations'.

Our 5 main goals over the next 5 years will be:

1. To be a leading provider in Birmingham & Solihull
2. To help more people
3. To be an employer of choice
4. To maintain financial sustainability and grow
5. To be the best we can be

Our Strategy brochure can be found on our website or sent to you on request.

Our linked charities:

1. Sir Josiah Mason's Almshouse Charity
2. Sir Josiah Mason's Care Charity
3. Sir Josiah Mason's Relief in Need and Educational Charity

About being a Trustee for the Trust

A trustee is a member of our Board. The Board is the group that ensures 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 <https://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:

<https://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 are 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 morning. There is also an annual strategy day and an Annual General Meeting (this typically follows the September Board meeting).

In addition, all Trustees are also invited to attend the Finance and Performance Committee. This also meets quarterly on a weekday and last for approximately 2 hours. There are also other opportunities for those interested to be designated responsibility to attend a Staff Forum, Residents Forum or to use any particular skills on time limited projects (Task & Finish groups). Recent examples include: New Housing & Care model and 150th anniversary celebrations.

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.

On the basis of a recent skills audit, we would also particularly welcome people with expertise in the following areas:

- Finance
- Housing & Care
- Commerce
- Education/young people

Finally, we are also looking for trustees to back up existing skills and those with potential to become the Chair of the Finance and Performance Committee. If this is a role that particularly interests you, please inform us in your covering letter.

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.

- a. 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
- b. This needs to be received by us no later than 5pm on Friday 28th September 2018.

We will then shortlist and invite successful candidates to come for a face-to-face interview probably early October.

Following a successful interview potential Trustees will be invited to attend either the December or March Board meetings 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!