

January 2018

Dear Applicant

CHIEF EXECUTIVE (and Clerk to Trustees)

Thank you for your enquiry about this post. We hope you will find the attached information useful in deciding whether you wish to apply. You may also wish to explore our website www.edwardstorey.org.uk and our listing on the Charity Commission website, where you will find our latest Trustees' Report and Financial Statements.

Completed applications should be submitted by email to me at carol-lyon@virginmedia.com to be received before noon on **Friday 2 February 2018**.

Your application should comprise a full Curriculum Vitae with a cover letter telling us why you feel suited to this appointment. Please offer two job-related referees, which will only be taken up in consultation with you.

Interviews will take place during the period 19-20 February here at Storey's House and more information about the interview process will be provided to shortlisted candidates.

Meanwhile, informal enquiries about the role and the Foundation are welcomed and, should you wish to discuss any aspect of this appointment prior to applying, please contact me on 07905 455269 during office hours.

Yours sincerely



Carol Lyon
Trustee

Supporting information:

- Job description
- Person specification
- Organisation chart
- Background information about the Foundation
- Pay and benefits
- Background checks

CHIEF EXECUTIVE – JOB DESCRIPTION

Hours:	Full time – 35 hours a week, plus on-call commitments
Salary:	£50,000–£60,000 (depending on experience)
Reports to:	Chairman of Board of Trustees
Contract:	Permanent, subject to a 6-month probationary period

Job purpose

The Foundation of Edward Storey was established in 1693 and today provides 90 sheltered housing units across three locations in and around Cambridge, mainly for women but one site accepts men. The Foundation also runs an 18-bed female-only residential home, and makes grants to women in need. These services are available to residents of Cambridgeshire or to any woman with a close professional connection to the Church of England. The Foundation's work is governed by a Charity Commission Scheme dated 23rd March 2009.

The Chief Executive provides leadership for the Foundation and is responsible for delivering its services, administration and financial management to appropriate standards. Working closely with the Trustees, she/he develops long term strategy, budgets and business plans and ensures the Foundation complies with relevant law and regulations. He/she acts as an ambassador for the Foundation, playing a key role in building effective relationships with internal and external stakeholders.

Leadership and Management

The Chief Executive is responsible for corporate leadership and management including:

- Directing the operational activity of the Foundation in co-operation with senior colleagues to ensure the achievement of business plans and objectives
- Ensuring the Foundation fulfils its legal, statutory and regulatory responsibilities
- Identifying and responding to external events that affect the Foundation's affairs, and managing business and operational risks
- Ensuring the Foundation is appropriately staffed with skilled employees and that it continues to be a 'good employer' including compliance with HR, legal, health and safety regulations, and good practice guidance
- Ensuring effective systems are in place for monitoring, measuring and reporting on operational performance to Trustees and regulators
- Supervising the work of the senior management team and maintaining staff morale and discipline across the organisation, ensuring any material concerns are brought to the attention of Trustees
- Developing and maintaining the organisation's reputation, culture and values with staff, residents, beneficiaries, suppliers, partners and regulatory bodies
- Managing the Foundation's estate, planning and executing appropriate repair and maintenance programmes and major projects
- Overseeing the activities of suppliers and contractors and maintaining effective controls over their standards of work and compliance with the Foundation's requirements
- Representing the Foundation to external audiences and building appropriate relationships with other providers, commissioners and peers in areas of common interest

Governance, Strategy and Planning

The Chief Executive is responsible for maintaining an effective working relationship with the Chairman and Trustees and works closely with them to assist them in fulfilling their obligations, in particular:

- Acting on behalf of the Trustees as authorised
- Carrying out his/her duties in a lawful, ethical and business-like manner to the standards determined by Trustees and charity law and regulation
- Ensuring the Trustees are frequently, fully and accurately informed about the affairs and performance of the Foundation
- Providing the secretariat for Board meetings and other Trustee business
- Taking the lead on developing the Foundation's Strategic Plan, annual business plans and budgets for approval by Trustees
- Providing appropriate leadership to implement plans, changes and improvements

Services and Grantmaking

The Chief Executive is responsible for ensuring that the Foundation meets the needs of its current and future beneficiaries in accordance with the standards set by the Trustees, including:

- Having overall responsibility for the safety, care and welfare of residents
- Acting as the Nominated Individual for the Foundation's residential care home
- Achieving agreed targets and standards for operational performance, service quality and culture
- Ensuring compliance and adherence to all rules, regulations and laws relating to almshouse and care home management
- Providing appropriate arrangements for management cover for out-of-hours emergencies
- Ensuring fair and effective processes are in place for the identification, evaluation and selection of prospective residents
- Ensuring fair and effective systems are in place for processing and evaluating grant applications, and for the administration of grants once awarded
- Listening and responding appropriately to the views of beneficiaries on the organisation's performance and service standards
- Acting as a trusted conduit for the Trustees in respect of concerns and complaints raised by residents, their families and/or health professionals

Financial Management

The Chief Executive assists the Trustees with the effective stewardship of resources to ensure that the Foundation continues to be adequately financed, in particular:

- Planning annual and project budgets and directing the organisation's activities to achieve the agreed targets and standards for financial performance
- Ensuring robust financial and audit systems are in place to manage finance risks and ensure regulatory compliance
- Overseeing effective systems for monitoring income and expenditure, investments and grants management
- Providing accurate and timely reports on financial performance to the Board

Other duties commensurate with the Chief Executive role may be added in the future to meet changing operational needs, with the agreement of the postholder.

CHIEF EXECUTIVE – PERSON SPECIFICATION

Essential

- Education to first degree-level or equivalent with evidence of relevant continuing professional development
- Commitment to the aims of the Foundation and the ability to provide strategic vision and leadership for its future direction
- Experience of senior leadership in an organisation or major service in a relevant field, with proven track record in both strategic and operational management
- Sound grasp of the needs of vulnerable beneficiaries and the requirements for care, confidentiality and proper use of sensitive information
- Financial acumen, including the ability to make the business case for new projects, develop financial plans and budgets, understand management accounts, and manage cash flow and investments
- Personal drive and character to motivate staff to achieve the Foundation's plans and objectives
- Integrity and credibility to lead staff and inspire confidence in residents and beneficiaries
- Ability to delegate effectively and develop colleagues within a small team
- Ability to respond quickly to events, to analyse information and make safe and effective decisions/recommendations
- Excellent interpersonal and communication skills to build relationships with Trustees, beneficiaries, staff and external partners, and to be an effective ambassador and advocate for the Foundation
- A self-disciplined, methodical and organised working style
- Competent IT user

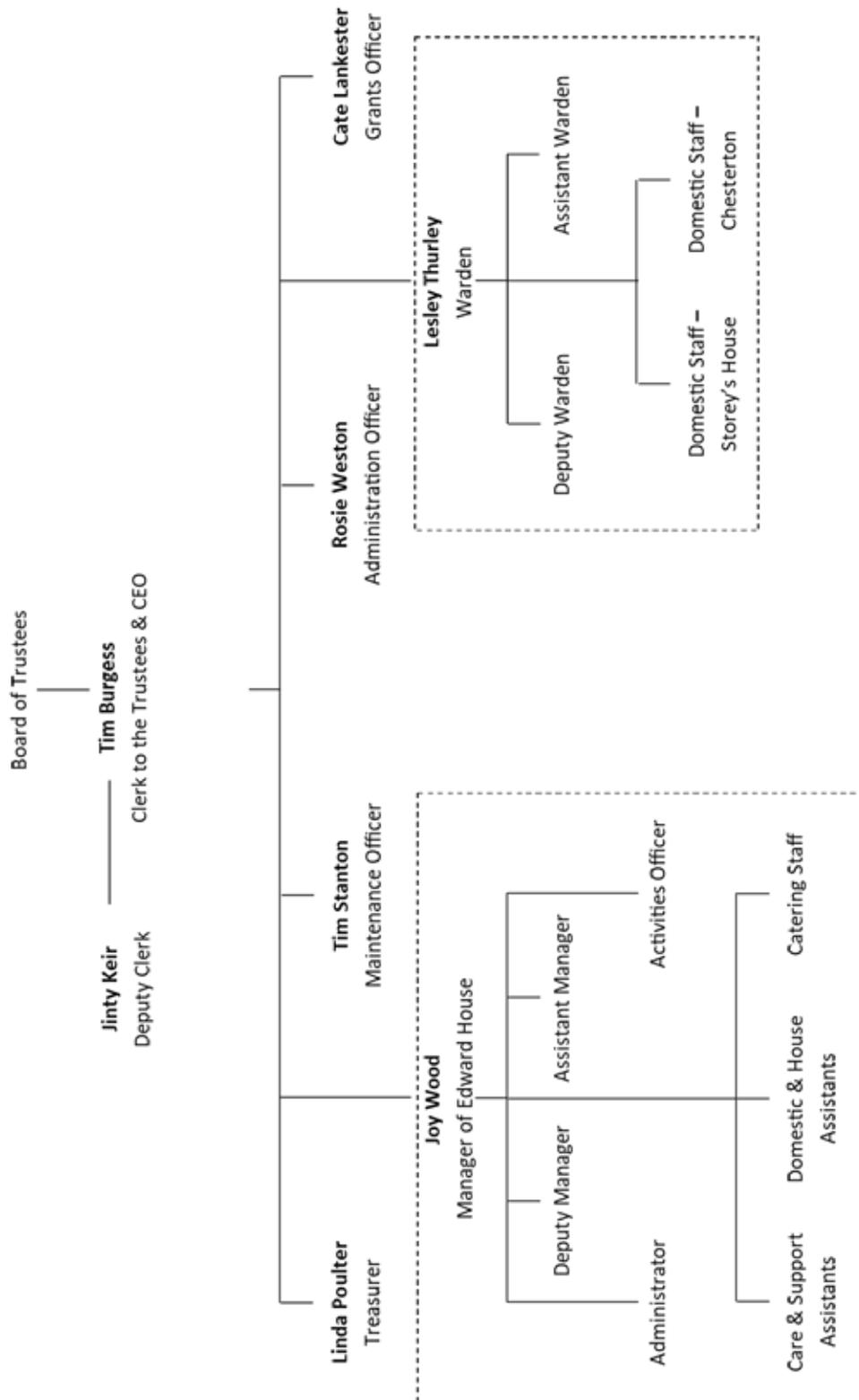
Desirable

- Experience of working in the voluntary sector and/or understanding of the legal and regulatory regimes governing charities and the provision of social care
- Experience of working with a Board of Directors/Trustees
- Experience of property management
- An appropriate management qualification

Other requirements

- The successful candidate must clear enhanced background, DBS and Barred List checks as well as meet the requirements for suitability to serve as a 'Nominated Individual'
- The Chief Executive is required to make provision for managing emergencies at all times, which may require the postholder to be on-call outside of normal office hours.
- A valid driver's licence and access to a vehicle would be useful for travel to the Foundation's Melbourn site and other occasional commitments outside Cambridge

ORGANISATIONAL CHART



BACKGROUND INFORMATION

About the Foundation

The Foundation of Edward Storey was established in 1693 by the will of Edward Storey, a wealthy Cambridge bookseller. His instructions stated that ten almshouses should be built and ten almshouses appointed. He specified that they should be “four widows of Ministers of the Church of England, two widows and one maiden in the Parish of St Giles and three maidens in the Parish of Holy Trinity, Cambridge”. All were to be “forty years of age at least, and of sober life and conversation”. The almshouses were to be given £10 a year out of the rent and profits from the estate plus “a gown of sad-coloured cloth, about the value of twenty shillings yearly” and “two pairs of shoes and a pair of stockings at Christmas and Midsummer”.

Over the years the Foundation has grown and society has changed but we broadly remain true to Edward Storey’s concerns. We now provide 90 sheltered accommodation units at three locations in and around Cambridge and an 18-bed female-only residential home. Although the Foundation today accepts applications from people of all faiths and none, we reflect our founder’s wishes in that women with a professional connection to the Church of England are given priority in some of our properties. Otherwise, we accept applications for accommodation and residential care from older women living across Cambridgeshire. Following a merger with the Wray, Jackenett, Merrill and Elie Trust in March 2009 we acquired a residential site that accepts single men as well as women.

We may no longer give our residents shoes and dresses but they do receive cash gifts at Christmas and those in particular hardship may benefit from one of our grants schemes. One scheme – the “Parish Branch” – is open to women resident in Cambridgeshire and the other – the “Clergy Branch” – is available to women with strong Church of England connections wherever they may be resident.

The Foundation is today governed by its Charity Commission Scheme dated 23rd March 2009. We employ around 35 people and have an annual turnover in the region of £1.6m. The Foundation does not fundraise, having a portfolio of endowments managed by the Trustees.

Sheltered housing

Mount Pleasant, Cambridge

This site, set in attractive gardens in the centre of Cambridge, is for women aged 60 and over in financial or social need. Applicants must be living in, or have strong connections with Cambridgeshire, or professional links with the Church of England.

Storey’s House is a block of 47 one-bedroom flats with additional communal rooms, staffed by a team of wardens who are on site during the day Monday to Friday. The wardens do not provide care but they assist residents in various ways and organise a range of social activities. [The Foundation’s administrative offices are also based here.]

Nos. 7 and 9 Mount Pleasant are two Victorian almshouses which have been converted into four one-bedroom flats. Priority here is given to women with Church of England links; the residents have full access to all the facilities and services at Storey's House.

New Court and Cannon Court, Chesterton

Our 31 one-bedroom flats here are offered to men and women over the age of 60. Applicants must have strong connections with the City of Cambridge. The site is serviced by the wardens based at Storey's House.

Vicarage Close, Melbourn

The Foundation owns eight two-bedroom bungalows in Melbourn, near Royston. Each bungalow has its own garden and there is a call system in each bungalow for use in emergencies. During the working week this goes straight through to the wardens based at Storey's House. Priority here is given to women over 60 who have a professional connection with the Church of England.

Residential care

The Mount Pleasant site is also home to Edward House, our 18-bed care home for frail elderly women. Our philosophy is to provide a 'home for life', so our existing sheltered housing residents are given priority for any vacancies at Edward House. Otherwise accommodation may be offered to women with links to the Church or Cambridgeshire residents, with preference being given to those with strong associations with the City of Cambridge.

Edward House is registered with the Care Quality Commission and has established an enviable reputation for high standards of care and respect for the dignity and independence of its residents.

Grants

The Foundation also offers a certain number of grants and loans (repayable grants) each year to unsupported women in financial need who fall into one of the following categories:

- Women over 40 living in Cambridgeshire
- Widows or ex-wives of Church of England clergy, retired clergywomen, missionaries or other women with a close professional connection with the Church of England

All awards are at the Trustees' discretion.

Trustees

The Foundation has nine voluntary Trustees who carry the responsibility of maintaining and furthering the work of the charity. Four Trustees are appointed by Cambridge University and five Trustees are co-opted. The Trustees meet regularly to discuss the running of the Foundation and to consider applications for accommodation and grants. Individual Trustees also take part in the Foundation's regular inspection scheme at Edward House.

PAY AND BENEFITS

- Salary in the range £50-60K per annum depending on experience
- Full-time 35 hours a week
- Flexible working
- At least 20 days holiday (excluding bank holidays) – subject to negotiation
- Contributory pension scheme
- On-site parking in central Cambridge

BACKGROUND CHECKS

The Chief Executive acts as the 'Nominated Person' for Edward House for the purposes of the Health and Social Care Act 2008. The Act requires the Foundation to ensure that the postholder is a 'fit and proper' person and therefore any offer of employment will be subject to appropriate checks of background and documentation as defined in the Act. This includes the requirement to undertake enhanced DBS and Barred List checks.

In addition, the Foundation is aware that new Charity Commission rules will come into effect on 1 August 2018 requiring us, for the first time, to apply the 'fit and proper' test to our chief officers. We expect guidance setting out the new rules to be published at the end of January and the Foundation will update its recruitment checks accordingly – any changes will apply to this appointment.