

Trustee Role Pack

May 2025



WELCOME FROM THE CHAIR

Thank you for your interest in becoming a Trustee of Croydon Almshouses. As Chair, I am pleased that you are considering joining our Board.

We are the oldest charity in Croydon and are proud of our heritage. For over 550 years we have been supporting people who are in need, mainly in the form of almshouses, and now provide high quality accommodation for over 60 older people in Croydon. We are part of The Almshouse Association which unites 1600 independent almshouses across the UK with the shared and historical values of activism, individualism and community which we embed in how we operate.

We offer our residents the opportunity to be part of our almshouse community. This means somewhere secure to live and connection with other people. Unlike most traditional almshouse charities, we go further and offer holistic, person-centred, dynamic support to the older people who live in our almshouses so that they can live independently for as long as possible.

We also are a grant maker, funding our increasingly over-stretched voluntary and community sector. For over 40 years we have awarded grants to charitable organisations across Croydon enabling them to deliver their crucial services, as well as awarding small grants to individuals.

You would be joining our Board at an exciting time in the development of the Croydon Almshouses. We have recently launched our new [2024-2028 Strategy Do More, Do Better](#), which aims to expand our offer and so increase the impact we have in our Croydon communities. We are privileged to be a financially self-supporting charity with a stable financial position. This has enabled us to set aside a substantial Strategy Delivery Fund to deliver the various initiatives set out in our strategy. We will use this ring-fenced fund to invest in the future of our communities whilst ensuring we safeguard the charity for the future.

We are a well-managed charity, in the process of adopting a new governance model, underpinned by a sound set of systems and processes, with an effective Board and a strong staff team led by our excellent Chief Executive, Hayley James. We are seeking Trustees who will continue to ensure strong governance and a strategic focus at Board level, and who will work collaboratively with the CEO, to empower her and her team to deliver the new strategy.

We are excited about our future, and hope you are too. Leading Croydon Almshouses through this phase of our development will require energy, drive and commitment. If you can bring these qualities to our Charity, together with the desire to improve the lives of people in Croydon, we look forward to hearing from you.

Michael Chawatama
Chair



OUR MONEY (2024 Accounts due to be signed)

Our Income

We are financed through a combination of:

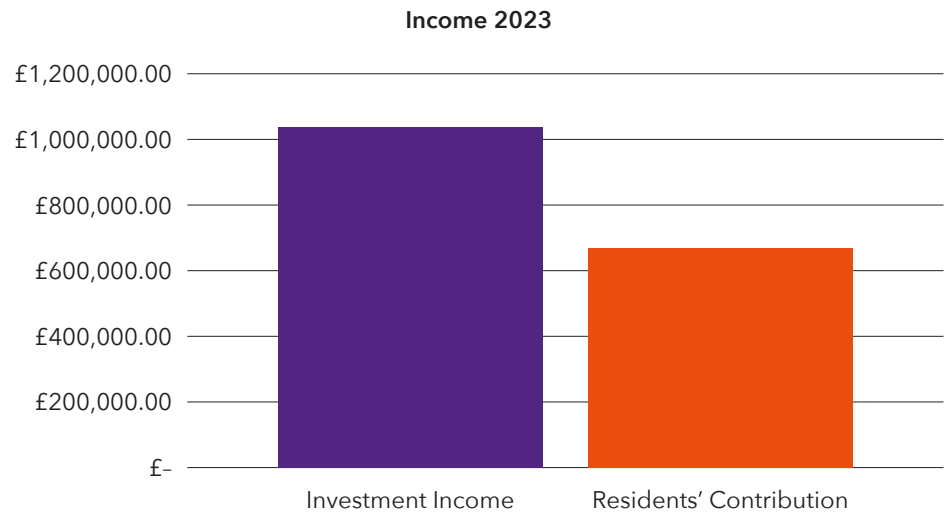
- Monthly Maintenance Contributions (equivalent to rent) from our almshouse residents
- income from our eight commercial and sixteen residential properties which we own and let
- accumulated investment funds amounting to just under £23 million.

The majority of our financial investments are held in funds managed by Newton Investment Management Limited and a smaller amount are with M&G Investments UK.

The Board’s duty is to ensure that the Charities’ money is invested wisely and safely, so that we make enough money to support the running of the Charities now and in the future.

In 2023 the total income of the Croydon Almshouse Charities was just under £1.7 million, see chart 1.

Chart 1

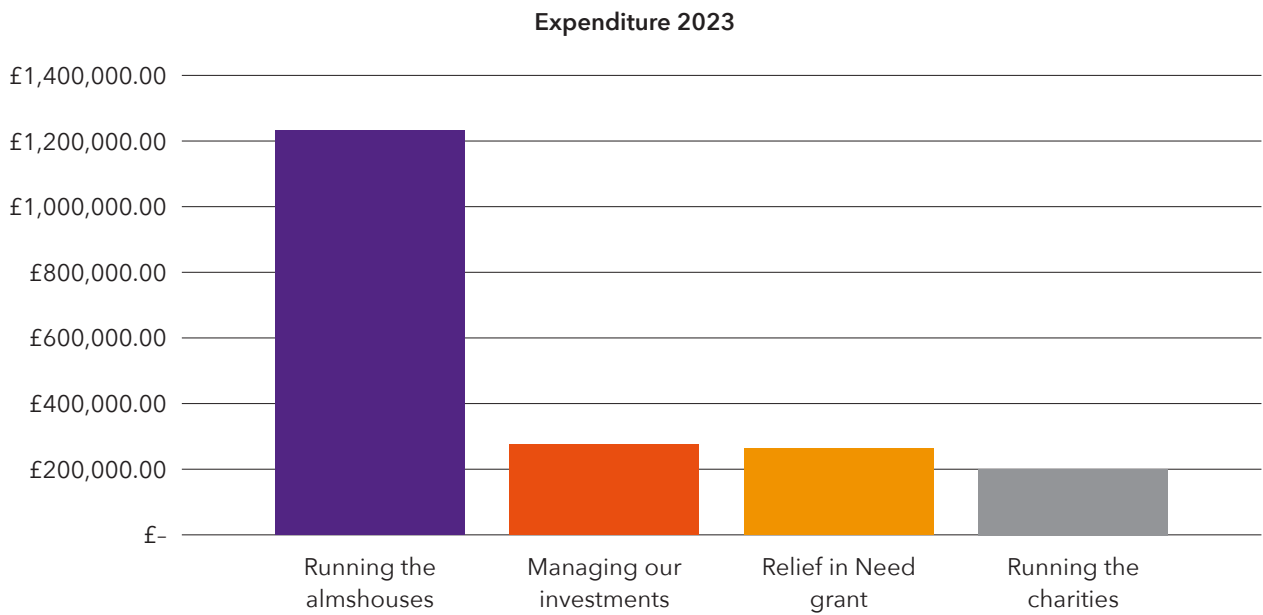


How we spend our money

Our main spending is on the costs of running the almshouses including staffing, repairs and maintenance, gas and electricity and our Croydon Relief in Need grant fund. We also incur costs in managing our investments and property portfolio, and in the running of the charities.

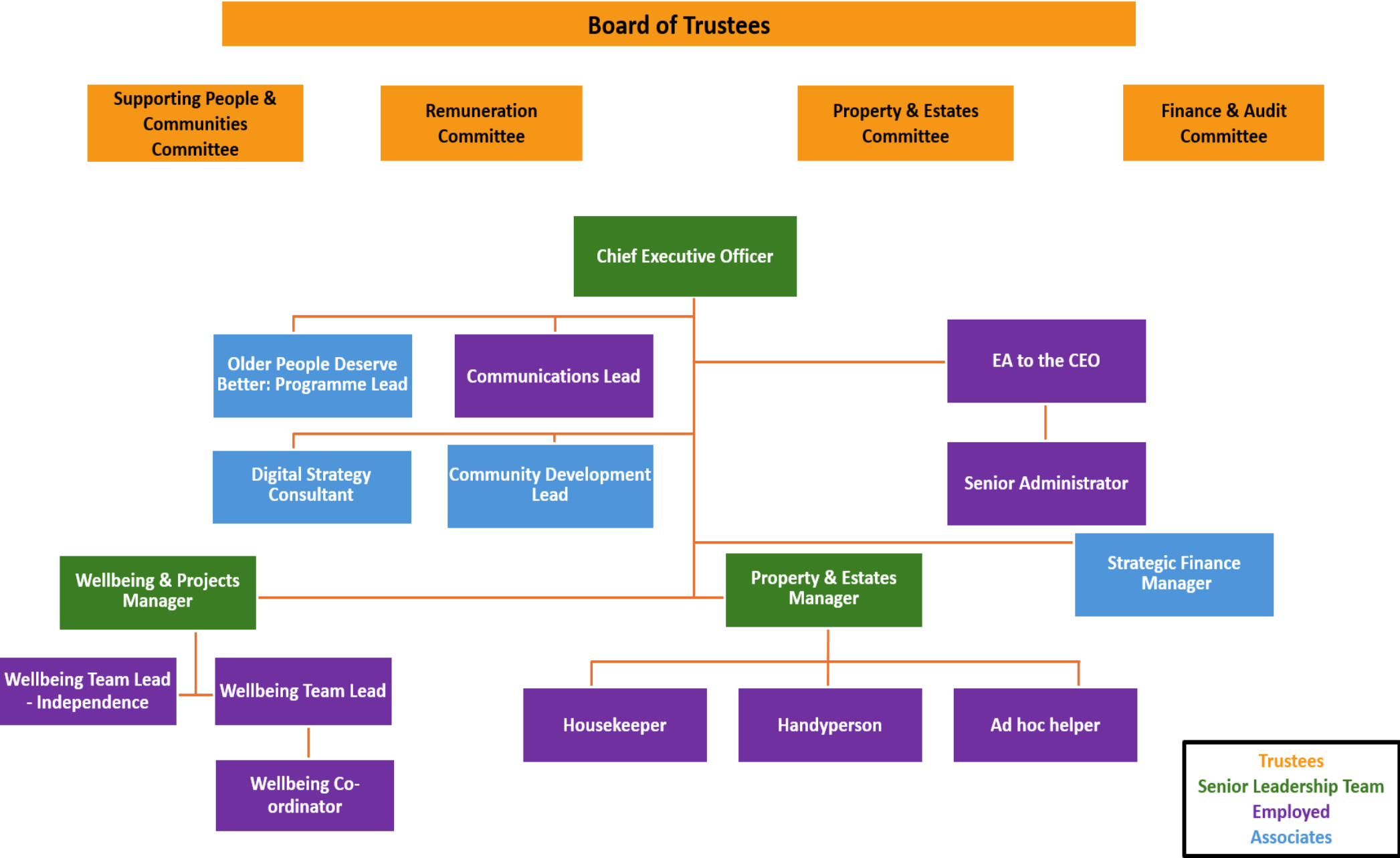
In 2023 the total charitable spending of Croydon Almshouse Charities was £1,683,306, see chart 2.

Chart 2



Any income that is not spent during the year is carried forward to support the running of both the Charities in future years thorough our Reserves Policy and Strategy Delivery Fund.

OUR STRUCTURE





ABOUT THE ROLE

Role:

Trustee

Responsible to:

Chair of the Board of
Trustees

Purpose of role:

Trustees are responsible for the strategic development of Croydon Almshouses and oversight of its management and delivery of the services they provide, in compliance with legal and regulatory requirements.

MAIN DUTIES AND RESPONSIBILITIES

1. To contribute to the effective governance of the Charity in compliance with relevant charitable legal and regulatory requirements, and current best practice
2. To contribute to the strategic development of the Charity and the services it provides
3. To contribute to the development of annual plans that reflect strategic and operational priorities
4. To contribute to the effective stewardship of the charities' assets and the management of its financial resources, to ensure their financial sustainability in both the short and long term
5. To contribute to the identification of key business risks and opportunities for the Charity and oversight of its management
6. To contribute to the oversight of the operational management of the Charity, through setting relevant key performance indicators and holding the CEO and their staff to account for deliver.
7. To advise the Board and take the lead on its behalf on issues relating to their area of specific professional expertise or experience.
8. To lead, model and demonstrate the Charities' Vision, Mission and Values.

PERSON SPECIFICATION

- For specific trustee roles, a relevant professional qualification;
- The ability to analyse information and provide constructive challenge;
- Excellent communication skills, including the facility to work co-operatively with other trustees, staff and residents



TIME COMMITMENT

The expected time commitment is four Board meetings per year currently held on a Friday afternoon, one half strategy day usually on a Saturday, four sub-committee meetings and some ad hoc project work, together with the related reading time.

Trustees are also expected to attend at least one CA community event, e.g. Community Meeting; Mynde Founders' Day.

HOW TO APPLY

If you believe your values and experience align with those of Croydon Almshouses and you are keen to be involved in driving the organisation forward, then we look forward to hearing from you. To apply, please send your CV and a personal statement of not more than one side of A4 outlining how your experience fits the role description to traceygardner@croydonalmshouses.org.uk, EA to the CEO. If you would like an informal chat about the role, please contact Tracey to arrange.

Closing date for applications:
7th July 2025

Interview date:
w/c 14th July 2025, TBC early June

We want you to have every opportunity to demonstrate your skills, ability, and potential; please contact Tracey if you require any assistance or adjustment so we can help make the application process work for you.



Croydon Almshouses
Elis David Almshouses
Duppas Hill Terrace
Croydon
CR0 4BT

020 3833 6959

hello@croydonalmshouses.org.uk

www.croydonalmshouses.org.uk

Registered Charity Number Croydon Almshouses CIO: 1209872