



# Abbot's Hospital Appointment brief Master

August 2020

Reference: BALAHA

# An introduction

Abbot's Hospital is an almshouse founded in 1619 by George Abbot, late Archbishop of Canterbury. It is not a "hospital" in the modern sense of the word but provides a home for the elderly of Guildford under the management of the Master.

Over 400 years after the first residents moved in, the Hospital continues to offer town centre accommodation within a sociable and supportive environment for local elderly people. Abbot's Hospital is set in the very heart of Guildford town centre. The magnificent Jacobean Grade I listed building provides 20 single and double self-contained apartments for 27 residents and has its own chapel, garden areas and three halls for communal use.

The buildings range in age, from 400 years and the latest 30 years old. All accommodation is self-contained and has been upgraded to meet the required standards for comfortable elderly living. Residents are supported by the Warden and 24 hour emergency cover is provided by means of a supported call system.

The Hospital plays an important part in the civic life of Guildford and enjoys a close relationship with Holy Trinity church, which contains George Abbot's tomb and where there are reserved pews for the Master and residents.

Abbot's Hospital offers residents the opportunity to live an independent, fulfilled life in the very centre of town. In order to qualify for accommodation, each resident must be able to live independently. A sociable and supportive environment is provided for residents, emphasising the sense of community through a range of regular social activities, including coffee mornings, group activities and occasional outings. A number of residents assist with guided tours, bake cakes for different activities, help in the garden and host social events.

For more information on Abbot's Hospital and its history, click [here](#) to watch the 400<sup>th</sup> Anniversary film.



*Archbishop Abbot*



## Strategy

The Hospital is largely funded by residents' contributions, including Housing Benefit and rental income from two commercial properties in Guildford and charitable donations.

Over recent years the Hospital has progressively opened its doors to share with visitors its rich heritage through a permanent exhibition, tours and open days; and limited hiring of its communal rooms for use by third parties for receptions and seminars.

In the next four-year period, Abbot's Hospital intends to complete a programme of repairs to the main building and embark on the renovation and conversion of the Old Cloth Hall, within the curtilage of Abbot's Hospital.

## Governance

The Governors of the Hospital are directors of the Trustee Company. Five governors are ex-officio; the Mayor of Guildford, the Rectors of each of the ecclesiastical parishes of Holy Trinity with St Mary Guildford, St Nicolas Guildford and St John the Evangelist Stoke-next-Guildford, and the Headmaster of the Royal Grammar School, Guildford. Eleven co-opted governors are also appointed and include the chairman, deputy chairman, leader of the house group and leader of the finance and property group. All governor appointments are subject to the approval of the Archbishop of Canterbury".

The full Board meets at least three times each year and sub-groups of Governors, in particular the House Group and the Finance and Property Group, meet regularly. Individually, Governors meet residents at weekly coffee mornings and at other times.

Every two years Governors conduct a Residents' Satisfaction Survey and the conclusions are reported to the full Board. This Survey was last conducted in 2019. Day to day management and administration of the Charity is delegated by the Board to the Master who is assisted by the Warden. The Master reports to the Chairman of Governors.





# The role

The Governors at Abbot's wish to appoint a Master and Clerk to the Governors to succeed Michael McKechnie, who will be retiring from the role after 5 years of service.

The Master is responsible, on behalf of the Governors, for the day to day running of the Hospital. This includes oversight for the financial accounts, management of contractors, the maintenance and care of the site and historic buildings, and management and leadership of staff.

In addition to running Abbot's Hospital day to day matters, the Master has a responsibility for the wellbeing for each of the residents, with oversight of their individual needs and security, in partnership with the Warden. The Master will be responsible for reviewing applications of potential residents and will play a pivotal role in relation to any decisions that need to be made regarding the interests of existing residents. S/he will build effective relationships with individual residents, playing a visible role in the day to day life of the community; attending the weekly chapel service, coffee mornings and being regularly available.

Through the Master, Abbot's Hospital plays an important role in the wider civic life of Guildford. The Master will establish and maintain a strong network with key organisations including the local parish, Guildford Borough Council, the Almshouses Association, local care providers, regulators and the wider community. As an external ambassador for Abbot's Hospital, the Master will also support fundraising efforts to maximise the income of the Hospital, promoting public awareness of the Hospital, and enhancing the experience of those who visit the Hospital.

## PURPOSE OF POST

The Master should ensure:

- The health safety and wellbeing of residents;
- The spiritual needs of residents, including attending the weekly short service in the chapel;
- The administration functions: fulfilling the obligations as a charity, developing and managing the budget, managing the receipt of income, working with the bookkeeper and external auditor to deliver accurate and disciplined financial information, updating of policies, guidelines and risk assessments;
- The management of the property and facilities, determining the need for repairs, maintenance and minor improvements, as well as managing the historic artefacts (400 items in the AH heritage collection);
- The support of Governors and their meetings (Board meetings, House Group meetings, and Finance & Property Group meetings);
- The promotion of the Hospital as appropriate and liaise with external bodies e.g. Social Services, Almshouse Association, auditors, volunteers, visitors etc.





## Person specification

Within this broad remit, candidates will demonstrate most, if not all, of the following skills and attributes:

- Excellent interpersonal relationships, able to establish rapport with, and gain the respect of, all with whom the Master deals: residents, staff, Governors, volunteers, and suppliers;
- Ability to handle competently the day-to-day issues relating to residents and staff (particularly regarding welfare and security) and delegate tasks to staff (full time warden and part time cleaner and handyman);
- Substantial senior level experience of administration with general financial awareness/competence, ability to work within budgets and a high level of computer literacy;
- Experience of financial reporting on income, expenses, cash flows, budgets, assets and liabilities to a Board;
- Experience of reporting on business risk management and health and safety risks;
- Experience of working with regulators including the Charity Commission and Companies House and ensuring compliance with legal requirements and policies;
- Experience managing significant buildings with respect to the building fabric and services;
- Experience of procurement of services and goods and working with external contractors;
- Flexibility in approach to meet the varying demands of the role showing vitality and vision;
- A feeling for heritage and the Hospital's place in the Guildford community, including the ability to represent the Hospital to third parties.

# Terms of appointment

The remuneration package would be discussed at interview. Benefits will include generous leave and pension.

Master residency at Abbot's Hospital is not essential. A two-bed apartment is available within the Abbot's Hospital at a competitive rate.

# How to apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to **Abbot's Hospital** on this appointment.

Candidates should apply for this role through our website at [www.saxbam.com/appointments](http://www.saxbam.com/appointments) using code **BALAHA**.

Click on the 'apply' button and follow the instructions to upload a CV and cover letter, and complete the online equal opportunities monitoring\* form.

The closing date for applications is noon on Monday 5<sup>th</sup> October 2020.

\* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.



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