

Saxton Bampfylde



the
Charterhouse

Appointment brief Chair of Governors

February 2024

Reference: UBNDA

Welcome from William Naunton, Trustee and Chair of the Recruitment Panel

Thank you for your interest in our Chair of Governors role, which we are recruiting for due to the planned retirement of our current Chair in 2024.

The Governors of the Charterhouse are seeking an exceptional individual to lead the Board of this historic and highly regarded charitable foundation. It is expected that the successful candidate will spend several months shadowing the Chair and the Governing Body, before taking up the role as Chair in the autumn.

The Charterhouse is an almshouse and heritage site, and is located between the Barbican and Smithfield Market. Originally a medieval Carthusian monastery, since the Reformation in the 16th century the site has been a Tudor mansion, a boys' school and an almshouse which it remains to this day.

Residents of the almshouse are known as "Brothers", which is a historic term and women have also been residents here since 2017. The building is formally known as Sutton's Hospital in Charterhouse and is a registered charity (number 207773).

The Charterhouse is at a very exciting stage in its development; the new 2023/4 Strategy states its purpose is to be 'A community of excellence for the care of older people'. This is supported by three pillars of Place, Care and Sustainability. As a heritage site there are also income generation and public engagement opportunities; the Venue Hire team generate income through events, filming and weddings, and the public engagement offer includes ticketed tours of the site, events including open gardens and lectures, and access to the Chapel, museum display and shop free of charge during opening hours. A copy of the strategy is available [here](#).

The Charterhouse also manages a significant investment and real estate portfolio, and provides a share of its surplus investment income (called the "moiety") each year to its sister charity, Charterhouse School in Godalming, which is used for bursaries.

The successful candidate will build on a long history of maintaining the charity's objectives to provide supported living for older people and the moiety to Charterhouse School, in a historic setting.

The Governing body is seeking a candidate able to carry the trust and respect of the Charterhouse community. The successful candidate will be both willing and well-suited to playing a crucial and central leadership role in the life of the Charterhouse and its wider community and will be someone who aligns with the values which underpin our strategy.



William Naunton,

Trustee and Chair of the Recruitment Panel



About the Charterhouse

Background

The Charterhouse is a historic charity founded in 1611, and located in a beautiful setting on a seven acre site in Clerkenwell, next to the border with the City of London. A registered charity formally known as Sutton's Hospital in Charterhouse, the charity provides accommodation and care for residents and manages the Endowment which contributes financial support to both the Almshouse and Charterhouse School. A copy of the latest Report and Annual Accounts can be found [here](#).

People

The Sovereign is the Royal Governor of the Charterhouse, and the Archbishop of Canterbury is the Archiepiscopal Governor. Sixteen further Governors form the charity's Trustees and the Assembly of Governors, a body first composed by the founder Thomas Sutton in 1611, meet three times during the year, assisted by several sub-committees. Between them the Governors have a significant record of achievement and service across the public and private sectors.

The charity employs a highly committed team of around seventy full and part-time staff managing Brothers' accommodation, the estate, catering, health and care provision, finance, venue hire, public engagement and development functions. The team is led by the Master (CEO) and senior management team of a Finance Director, a Director of Development and Public Engagement, a Director of Health and Wellbeing, a Preacher and various "heads of" roles, which are set out in the "[Meet the Team](#)" section of our website. There is also a committed team of around fifty volunteers supporting the museum, infirmary and gardens.

The Brothers

There is an application process for people interested in becoming a Brother, and they have to meet eligibility requirements which include being over 60, single and in housing and financial need. We are committed to supporting equity, diversity and inclusion and welcome applications from all irrespective of race, gender, sexual orientation and religion. The Brothers have a wide variety of professional backgrounds including teachers, clergy, creatives and journalists. Living at the Charterhouse requires living as part of a community, and meals are taken communally in the Great Hall. There is an opportunity for Brothers to play an active community role both inside and outside the Charterhouse.

Accommodation for up to forty Brothers is provided on the site, and there are ten rooms in the Queen Elizabeth II Infirmary which is a registered care home within the walls of the Charterhouse. The Charterhouse has registered for Domiciliary Care with the Care Quality Commission (CQC) and will provide personal care to Brothers in their flats as required.

New Opportunities

The Charterhouse seeks to deliver the highest quality of care for the Brothers. The Governors are also deeply conscious of their duty to maintain the fabric of the buildings which includes Grade I and II listed buildings that are significant heritage assets both now and for the future, whilst managing the charity's financial assets cautiously and sustainably. The Charterhouse is also open to the public, with access available to the heritage site through booking onto ticketed tours, the museum display, Chapel and shop accessible free of charge during opening hours. There is also a learning centre which is used for school visits. The site is located close to the Elizabeth line and Smithfield market which is being redeveloped and will be the new home for the Museum of London which is scheduled to re-open in 2026.

With the support of the Master and Director of Development and Public Engagement, the Governors are looking to establish a development programme to secure the long-term financial future of the Charterhouse (whose 400th anniversary was in 2011). The portfolio will need significant investment in its infrastructure over the coming years as part of a continued maintenance programme, and also in the quest to reduce its carbon footprint. The chosen candidate will be key in taking this programme forward and developing further fundraising and commercial opportunities, whilst maintaining the charity's objectives to provide supported living for the residents.





About the Role

With considerable experience of operating at a strategic leadership level, you will bring previous Board experience and a good working knowledge of charity governance.

It would be an advantage to bring a strong appreciation of the charity and/or health and care sectors, with evidence of working in an environment where good governance and rigorous compliance is paramount.

The role of the Chair of the Charterhouse is to lead the Board of Governors in:

- Oversight of the delivery of the strategy by the executive team, in line with our values and what has been agreed.
- Maintenance of high standards of governance at the Board and across the organisation.
- Ensuring the organisation consistently achieves full compliance with its legal and regulatory obligations.
- Ensuring the organisation maintains strong financial viability and high levels of operational and financial efficiency.

Leadership

- To lead the Board and promote collaborative working between Governors and the Master and the executive team in the formulation of strategy and policy.
- To ensure the Governors' give clear strategic direction in setting policy, defining goals, setting targets, evaluating performance and overseeing the Board agendas.
- To act as an informed and influential ambassador for the Charterhouse externally; including representing the Charterhouse in public; with a wide range of stakeholders as appropriate, and in conjunction with the Master. It is also hoped that the successful candidate will be someone with a strong professional reputation.
- Demonstrate good independent judgement.

Governance

- Ensure that the Charterhouse conducts its affairs in accordance with its governing document, and any other relevant legislation or regulation. E.g. CQC guidelines for the provision of care, the NCVO Code of Good Governance and the Charity Commission.
- To ensure all Governors understand their responsibilities in relation to safeguarding vulnerable adults.
- To lead regular reviews of the composition, performance, and effectiveness of the Board.
- To ensure a sustainable Board structure and that succession plans are in place.
- To oversee the structure of Board sub-committees and support the Master and others to enable business to be carried out effectively and seamlessly between meetings, overseeing the planning of the annual cycle of Board meetings.

Finance, Administration

- To lead the Board in the delivery of a strategy that supports the financial stability and sustainability of the charity and ensuring the proper use of its funds. To ensure that effective plans are in place and monitored to achieve financial plan objectives.
- To establish a positive and productive relationship with the Master, including appraisal and support. To lead the process for setting the Master's objectives and for appraising performance.



Person Specification

Experience identified as particularly valuable in a changing environment might include some of the following:

- Charity governance.
- Understanding challenges and opportunities in social care.
- Knowledge of historic building management.
- Exploiting commercial opportunities.
- A commitment to equity, diversity and inclusion.
- A commitment to environmental sustainability.
- Diplomacy and external representation, stakeholder management and networking.

Time commitment

The Chair plans, attends and steers a calendar of around twelve annual Board and governance meetings. They meet regularly with the Master, develops a supportive relationship with the Senior Management Team. It is hoped the Chair will attend functions as a representative and ambassador of The Charterhouse as agreed with the Master. This takes on average three to four days a month plus some evening engagements, as well as a modest amount of time on email and phone from home.

It is hoped that the successful candidate will be able to take up a shadow/observer role soon after appointment, with the formal handover taking place in November 2024.

For further background, please visit our website at: www.thecharterhouse.org





How to apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to The Charterhouse on this appointment.

Candidates should apply for this role through our website at www.saxbam.com/appointments using code **UBNDA**.

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 11th March 2024**.

* 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.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.

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