



The Frank Parkinson Yorkshire Trust

almshouses | charitable awards | educational grants



What could you bring to the board of a charity that provides comfortable and friendly homes for elderly residents in West Yorkshire and is passionate about providing a safe and happy environment to support residents to stay in their homes for as long as possible?

Trustees

Candidates' information pack

March 2023

Welcome from our Chair

For upwards of 70 years the Frank Parkinson Yorkshire Trust has sought to fulfil the charitable objects laid down by our benefactor and, to that end, I am sure we have enhanced the lives of many people. But we are not complacent. There are challenges ahead for the charitable sector – perhaps, particularly so in the provision of almshouses – and we need to plan robustly for the future.

I and my colleagues recognise the need to recruit new Trustees who will bring to the table fresh ideas and vision, and we welcome inclusiveness and diversity. If you feel this might be for you then I hope you will be sufficiently encouraged by the information contained in this pack to consider putting your name forward.

Thank you.

Charles Clough



About us

Frank Parkinson was a pioneering electrical engineer, notable for the early development of electric lighting and motors. He and his brother established a company in their hometown of Guiseley, West Yorkshire, which prospered and grew into Crompton Parkinson. When Frank Parkinson died in 1946, he designated a large part of his considerable fortune to the creation of the Trust.

The Trust continues to promote the charitable objects set out by Frank Parkinson, which include:

- The provision of almshouses for elderly people in Guiseley
- The relief of, and assistance to, those people in need in the Guiseley area
- The funding of education and training within or connected to the electrical industry

Our almshouses consist of 44 units, comprising mostly one-bedroom bungalows, and ground-floor and first-floor flats (suitable for single or double occupation) located off Bingley Lands and Oxford Road in Guiseley. We provide accommodation on licence for older adult residents who meet the Trust's eligibility criteria, one condition is that residents must be capable of independent living.

The almshouses are managed by Mulberry Property Management, which oversees the day-to-day running of the site. There is an Estate Manager on site on most weekdays, who is available to support the residents. An example of what the Estate Manager does ranges from pastoral care to liaising with their colleagues at Mulberry PM for property remedials.

"We aim to provide comfortable, and friendly homes in the town of Guiseley, West Yorkshire. The Trustees and the Management Team work closely together to provide a safe and happy environment for all Residents."

Our aims are:

- To provide housing with support for people over the state retirement age (there is no upper age limit)
- To enable residents to live in their homes for as long as possible (although we are not care providers)
- To provide welcoming & unfurnished accommodation
- To provide a 24-hour link to a response centre, for emergencies

- To ensure access to an Estate Manager, to support residents and coordinate their housing and support needs
- To provide residents with communal facilities for social and educational activities

In accordance with the wider objectives of the Trust, we also make grants to other registered charities within the Guiseley area, where their aims align with. For example, we have provided ongoing support to a local charity catering for the needs of older adults with living disabilities by funding the purchase of a minibus. This facility has enabled them to go shopping and access other local amenities.

Given the importance of our heritage, the Trust is also committed to awarding grants for the furtherance of education in the field of electrical/electronic engineering, computing, and artificial intelligence. Again, in 2021 we funded the purchase of a minibus for a local further education college, which enables students to visit engineering exhibitions, prospective employers, and universities, in support of the development of their future careers.

The maintenance and refurbishment of the almshouses to a high standard has been and, inevitably, will remain the prime financial consideration of the Trust. However, we are keen to revisit and, where possible, increase our grant-giving in recognition of Frank Parkinson's wider aims. The Trust is in a strong position financially, with assets including significant monies in a range of pooled investment funds.



Background to the roles

The Board of the Frank Parkinson Yorkshire Trust currently comprises four Trustees including the Chair. We recognise the need to enhance the Board and welcome new Trustees who will bring energy and a range of knowledge and skills to support our important work. We are seeking motivated people who live locally or in the surrounding areas and who share our commitment to honour Frank Parkinson's legacy by providing housing for older people and supporting local charities. **People with charity sector experience would be particularly welcome as would candidates with a finance background and those with knowledge of social care and supported independent living for older people.**

Trustee Job Description

Location	Guiselley, West Yorkshire
Time Commitment	Currently quarterly Board meetings are held on-site, and dates are set a year in advance for convenience. Trustees with the capacity to do so may also have the opportunity to support occasional projects, working with the Operations Director and the Board
Duration	A minimum of 3 years
Remuneration	Unpaid; expenses covered in line with policy

Trustee duties

The Frank Parkinson Yorkshire Trust is a registered charity and a company limited by guarantee. The Board are the Trustees and directors of the Charity. The Trustees are responsible for the overall governance and strategic direction of the Charity, in accordance with the terms of its constitution, legal and regulatory requirements and best practice.

The role of a trustee can offer considerable satisfaction, challenges and experiences. Trustees are active advocates of a charity, and there are many personal and professional benefits to being a trustee, including:

- the knowledge that you are contributing to a worthwhile cause
- building self-confidence
- gaining experience of committee work
- acquiring new skills through training, information and sharing experiences
- the enjoyment gained from working with a group of individuals from different backgrounds who share a similar passion for a particular cause

An introduction to the role of a trustee is provided in the Charity Commission guidance CC3a: Charity trustee: what's involved <https://www.gov.uk/guidance/charity-trustee-whats-involved>. More detailed guidance can be found in the Commission's publication CC3 The Essential Trustee, available via the GOV.UK website <https://www.gov.uk/government/organisations/charity-commission>.

The Board of Trustees of a charity is ultimately – and legally - responsible for the strategic vision, direction and service delivery of the organisation, for its governance, for safeguarding its assets and hence for its general well-being. Day-to-day operational responsibility sits with the charity's staff but trustees have an important role in providing top-level support and in ensuring that the charity fulfils its stated purposes.

General Trustee Duties

- To lead collectively and ensure that the vision and purpose of the Charity are achieved
- To ensure that the Charity complies with legal and regulatory requirements and acts in accordance with the terms of its constitution
- To act in the best interests of the Charity at all times and to the benefit of present and future beneficiaries of the Charity
- To protect and preserve the ethos of the Charity
- To ensure the solvent and efficient running of the Charity through the monitoring and control of its finance and administrative systems and investment policy
- To manage the strategic direction of the Charity

- To protect the property, reputation and resources of the Charity through ongoing identification monitoring and management of risks to the Charity and its assets
- To appoint and give support to the Operations Director of the Charity

Person Specification

The person specification sets out the qualities, skills and experience needed to fill the role of Trustee. All Trustees need certain qualities such as integrity and commitment. However, not every Trustee will have the full range of skills and experience ideally required by the Board as a whole.

The Frank Parkinson Yorkshire Trust Trustees will have:

- Experience of organisational management.
- A commitment to being an effective and responsible advocate for the organisation.
- An understanding of the importance of effective governance of voluntary sector organisations, including the respective roles and responsibilities of the Chair, the Board and the Operations Director.
- An understanding of the social and political environment within which The Frank Parkinson Yorkshire Trust operates.
- The ability to think strategically and understand the importance of The Frank Parkinson Yorkshire Trust's role.
- An understanding of the demands inherent in The Frank Parkinson Yorkshire Trust's role as both being an advocate as well as a provider for older people in the community.
- An understanding of the financial and funding environment in which charitable organisations operate.
- The ability to work effectively as a team member and demonstrate a willingness to learn and develop.

How to apply?

Eastside People is supporting The Frank Parkinson Yorkshire Trust in the recruitment of this role. Application is by CV and a cover letter, which should indicate why you are interested in applying for the role and how your skills and experience could be of benefit to the Trust.

Please send this to Lucinda Shaw, lucinda@eastsidepeople.org. If you would like a call to discuss the role in more detail, please email Lucinda to arrange a convenient time.

The closing date for applications is Monday 17 April. Shortlisting interviews will take place that week and shortlisted candidates will have an interview with The Frank Parkinson Yorkshire Trust in the week commencing Monday 1 May.

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

The Frank Parkinson Yorkshire Trust is fully committed to equality of opportunity and diversity to ensure that we reflect the full breadth of the people we aim to support. We warmly welcome applications from all suitably qualified candidates.



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