



Trustee Recruitment

Candidate Information Pack

September 2024



Welcome

The Harrison and Potter Trust is a historic Charity serving the city of Leeds and providing almshouse accommodation on two inner city sites. In addition, we make grants to local community organisations annually. The Trustees are proud to continue to honour the founders' aspirations to help those experiencing financial hardship, particularly older people.

Just as John Harrison and Mary Potter sought to support those less fortunate than themselves in the 17th and 18th centuries and beyond, the Trustees are now looking to the future to ensure the almshouses remain relevant and suitable for modern living, particularly regarding energy conservation. We have ambitious plans for the development of one of our sites so this is a particularly interesting time to get involved.

I would welcome new Trustees who can help continue to drive the Charity forward using your personal skills, knowledge and experience. Thank you for your interest in our important work and we look forward to receiving your application.

Mike Andrews
Chair





About us

The Harrison & Potter Trust is a wonderful example of charitable settlements made many years ago that continue to make a significant impact on people's lives today.

It was established in 1970 when two old almshouse charities, the John Harrison's Hospital founded in April 1653 and the Mary Potter's Hospital founded in April 1728, merged to form the Harrison and Potter Trust. In 1972 a third charity, the Josiah Jenkinson's Pension Charity founded in May 1905, was taken under the wing of the Trust and subsequently fully amalgamated.

The charity, and historically its predecessors, has two primary purposes: the provision of almshouse accommodation and the making of grants to support those in financial hardship within the Leeds City boundary.

The charity owns almshouses at two sites in Leeds, one at Raglan Road and the other at Lovell Park Road. The operational management of the Trust, including the sourcing of the residents, is handled by 54North Homes, a housing association in Leeds. In addition, the Trust employs one member of staff to deal with day-to-day issues.

The Almshouses at Raglan Road are located on the edge of Woodhouse Moor, close to Leeds University. Constructed around 1850, the building is Grade 2 listed and the eighteen one and two-bedroom flats and houses are built around an inner courtyard.

The site at Lovell Park is about half a mile north of Leeds city centre and provides 34 one-bedroom flats built in the 1960s. These mainly comprise bungalows surrounded by communal grassed areas and adjoining Lovell Park, one of 62 community parks in Leeds, and which was apparently used as a cattle market until 1860.

We are currently exploring the possibility of demolishing the Lovell Park site and rebuilding a site to accommodate 92 residents, increasing by 50 the number of people whose housing needs we can support at any one time.

Our grant-making focuses on capital items rather than overheads and we donate approximately £50,000 to local charities each year.

Further details can be found on our website [Home \(hapt.org.uk\)](http://hapt.org.uk) and financial information is on the Charity Commission website [Charity overview, HARRISON AND POTTER TRUST - 1179665, Register of Charities - The Charity Commission](https://www.charitycommission.gov.uk/charity-overview/HARRISON-AND-POTTER-TRUST-1179665).



Background to the roles

The Board of the Harrison and Potter Trust currently comprises nine Trustees including the Chair, although the two people who are currently responsible for the grant-giving will be leaving within the next six months having diligently served the Board for many years. We recognise the need to enhance the Board and welcome new Trustees who will bring energy and a range of wider experience, 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 our settlors' legacies to provide housing for older people and to support local charities.

The Board oversees all of the Trust's work and there are three sub-committees with responsibility for:

- Investments and finance
- Grants
- Building development

To enhance and refresh our Board we are now looking for people with experience and expertise in the following areas:

- Adult Social Care
- Legal
- Grant-making

We are also keen to diversify our Board so that we better reflect the people and communities of the city that we serve. We would therefore particularly welcome applications from younger people, from women, and from people from ethnic minority backgrounds. We recognise that having people with a range of different life experiences will bring fresh perspectives to our work and enhance our Board's effectiveness and ability to better serve our residents.



Role Description

Key Information

Location	Leeds, West Yorkshire
Time Commitment	Currently quarterly Board meetings are held for two to three hours in the afternoon at the offices of 54 North in Headingley. The Sub-committees meet as necessary during the year depending on the need.
Duration	A minimum of 3 years
Remuneration	Unpaid; expenses covered in line with policy

Role expectations

The Harrison and Potter Trust is a Charitable Incorporated Organisation and the Board comprises the Trustees. 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 management is the responsibility of 54North Homes but trustees have an important role in providing top-level support and in ensuring that the charity fulfils its stated purposes.

Responsibilities

- 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 member of staff

Key Requirements

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 Harrison and Potter Trust Trustees will have:

- Experience of working in Adult Social Care, or grant-giving, or have a background in law
- 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 member of staff
- An understanding of the social and political environment within which the Harrison and Potter Trust operates
- The ability to think strategically and understand the importance of the Harrison and Potter Trust's role
- An understanding of the demands inherent in the Harrison and Potter Trust 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 [Harrison & Potter Trust](#) in the recruitment for this role. Please click [here](#) to apply by submitting your CV and cover letter, which should cover the

following:

- Why you are interested in a trustee role at the Harrison and Potter Trust
- How you can contribute to the Trust as a trustee. Please highlight relevant experience and demonstrate how your skills match the specific requirements of the role as set out in the Person Specification.
- Why you think you would be a good fit for the Trust

If you would like a call to discuss the role in more detail, please email Lucinda at lucinda@eastsidepeople.org to arrange a convenient time. Having a call of this kind will not influence the success or otherwise of your application.

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 make the application process work for you.

The closing date for applications is **7 October** with shortlisting interviews with Eastside People taking place that week. Interviews will be held with the Harrison and Potter Trust during weeks beginning **21 or 28 October**.

Eastside People is fully committed to equality of opportunity and diversity and work with our clients to ensure that we recruit inclusively, seeking to address the underrepresentation of some groups of people in leadership teams.



Eastside People

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Eastside People is the trading name for Eastside Consulting Ltd. Company number: 4958922.