



# The Frank Parkinson Yorkshire Trust

almshouses | charitable awards | educational grants



## Trustees Candidate Information Pack May 2025



## 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.

My colleagues and I 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,

*Robin Sidebottom*

Chair



## 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 became Crompton Parkinson. When he died in 1946, Frank left a large part of his considerable fortune to establish the Trust.

The original objectives of the Frank Parkinson Yorkshire Trust were.

- The provision of benefit for older people of Yorkshire, especially Guiseley.
- To provide scholarships/ bursaries for students bound for the electrical industry.
- Provide grants for any Charities furthering those objectives.

In 2023, these objectives were reviewed by the Trustees of the charity and amended as to:

- Provide inclusive, low-cost accommodation to older adults (and others by exception) registered as living in the wards of Leeds and Bradford who are experiencing socio-economic deprivation and/or adverse consequences of increased costs of living.
- Invest in the local community to help address the wider determinants of health and wellbeing.
- Provide educational opportunities for the local population in the fields of information technology and engineering through working with partner organisations (e.g. voluntary and community social enterprises, higher education institutions).

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 the vibrant town of Guiseley. We provide accommodation on license for older adults who meet the Trust's eligibility criteria and can evidence need and be able to live independently.

Until recently the almshouses were managed by a property management company, but we have now brought the day-to-day running of the site in-house and employed an operations Manager who works closely with our Estates Manager

Under the wider objectives of the Trust, we also make grants to other registered charities within the Guiseley area, where their aims align with ours. 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 to support 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, supporting 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 five 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.

We're looking for one or more trustees with a finance background as well as someone with a legal background, possibly in property law. Applications would also be welcome from people interested in our work who bring other skills and experience, for example, social housing, property, charity governance, or older people.

## Trustee Job Description

Location	Guseley, 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 Manager 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

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- 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 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.

### **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 Manager
- 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



## Finance Trustee

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The role of the Finance Trustee(s) is to oversee, approve and present budgets, accounts, and financial statements as well as the preparation and presentation of financial reports to the board. In addition, ensure that appropriate accounting procedures and controls are in place and liaise with the Operations Manager about financial matters.

### Responsibilities

- Understand the accounting procedures and key internal controls to be able to assure the board that the charity's financial integrity is sound
- Explain, guide, and advise to keep the board informed about its financial duties and responsibilities
- Ensure that the organisation has an appropriate reserves policy and a realistic budget that meets its needs
- Support the Operations Manager and provide advice on preparation of budgets, accounts and financial statements for review and approval by the Board
- Ensure that annual accounts are prepared in compliance with SORP (Statement of Recommended Practice) Accounting for Charities and submitted by the deadline to the Charity Commission and/or Registrar of Companies, and make arrangements for them to be audited or independently examined as required

### Person Specification

- A recognised financial qualification
- The ability to take a strategic approach to financial planning and oversight and to help non-financial colleagues understand these
- Excellent communication and interpersonal skills
- Analytical ability and good independent judgement
- Capacity for clear, creative, and strategic thinking and vision

## Trustee with property law expertise

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We are also seeking a qualified legal professional with a strong background in property law to join our Board. This role will provide expert legal advice on property-related matters, including leases, compliance, and risk management. You will support the strategic oversight



of our property portfolio, ensuring legal integrity, regulatory compliance, and alignment with charitable objectives.

### **Responsibilities**

- Ensuring compliance with relevant legislation, including charity and company law
- Supporting governance processes related to property and estates
- Contributing to board-level discussions on risk, sustainability, and legal frameworks
- Monitor changes in property law and advise on implications for the Trust's operations and strategy
- Acting as a critical friend on matters of property and legal compliance offering strategic insight and legal scrutiny on property-related decisions

### **Person Specification**

- Qualified solicitor or legal executive with demonstrable experience in property law
- Strong understanding of land law, leases, conveyancing, and regulatory frameworks
- Experience advising on property matters within a charity, public sector, or housing context
- Ability to interpret complex legal documents and communicate implications clearly to non-specialists
- Strategic thinker with the ability to balance legal rigour with organisational pragmatism



## How to apply?

[Eastside People](#) is supporting the [Frank Parkinson Yorkshire Trust](#) in the recruitment for this role. Please [click here](#) to apply by sending your CV and cover letter **both in Word doc. format.**

Please use the cover letter (max 2 pages) as an opportunity to add to the information you have shared in your CV and ensure that you cover the following:

- Why are you interested in becoming a Trustee, and why with the Frank Parkinson Yorkshire Trust
- How can you contribute to the Frank Parkinson Yorkshire 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 role description and person specification, if applicable.

If you would like a call to discuss the role in more detail, please email Lucinda at [lucinda@eastsidepeople.org](mailto: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 Monday 30 June** with shortlisting interviews taking place as applications are received. The interviews with the Frank Parkinson Yorkshire Trust will take place on Thursday 17 July.

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 under-representation of some groups of people on boards and in leadership teams.



# Eastside People



Eastside  
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Eastside People  
Canopi

82 Tanner Street,  
London  
SE1 3GN

0207 250 8334  
[eastsidepeople.org](http://eastsidepeople.org)

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