



# Trustee Recruitment

## Candidate Information Pack

### January 2026

## Welcome from our Chair

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.

We 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

## Who we are

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[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.

## What we do

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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 between £20,000 and £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](#).

## Our impact

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Securing a decent home in Leeds, as in many other cities across the UK, continues to be a challenge for a great number of people, young and old. Housing stock is limited, particularly for people on limited means, and we're proud to be supporting the people who live in our houses who might otherwise have struggled to find good, safe, and clean housing.





## Background to the roles

The Board of the Harrison and Potter Trust currently comprises nine Trustees, including the Chair. We recognise the need for succession planning as well as enhancing the Board by welcoming new Trustees who will bring energy as well as broader experience, knowledge, and skills to support our important work. We are seeking motivated individuals 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 four sub-committees with responsibility for:

- Investments and finance
- Governance
- Grants
- Building development

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

- Finance
- Adult Social Care



# Being a trustee – what's involved

Every charity has a Board – a group of volunteers who ensure that the organisation is effective in carrying out the purpose for which it was set up. The trustees at the Harrison and Potter Trust have responsibility for overseeing the work of the charity, ensuring that it is effectively and efficiently run with the appropriate oversight and governance.

A helpful summary of trustee roles and responsibilities can be found in the Charity Commission guidance for new Trustees: [The Essential Trustee: what you need to know, what you need to do \(CC3\)](#)

## What you'll gain from this role

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Becoming a trustee is an interesting and compelling way to engage with the charity sector. It is a role that will give back as much as you put in, and often more. One of the primary takeaways from the [Charity Commission's 2025 research into trusteeship](#) is the extent to which trustees benefit from their experience. Although trusteeship is a significant voluntary undertaking, the majority would recommend it to others. Many trustees reported experiencing multiple and profound benefits, from feeling they are positively impacting the world to feeling more connected to a community or movement, highlighting the rewards of responsibility. Overall, just 1% of the trustee population surveyed would not recommend the role to others.

### **Strategic experience**

Strategic experience can be hard to come by. It can often take decades to find yourself in a role which requires strategic oversight. A charity Board role is a fantastic way of getting a head start on this, allowing you to develop and hone your critical thinking, problem-solving and analytical skills. The strategic experience which can be gained through a trustee role can have an immediate and powerful impact on your career, opening doors to new responsibilities and more senior job prospects.

Equally, for those who have already had some strategic responsibilities, a Board role provides an opportunity to use those skills in a significantly different context.



## **Continued personal development**

Through a trustee role, you can gain a clearer idea of your professional strengths and weaknesses whilst simultaneously learning new skills. Understanding how to adapt your professional knowledge to useful and impactful ends is a good reminder of your versatility, giving you confidence in your existing abilities while challenging you push the boundaries of your expertise.

## **Teamworking**

As a Trustee at Harrison and Potter, you are part of a team and will have the opportunity to apply your unique skills and experience while also learning from others. Working in a team with a passionate team of individuals who bring diverse perspectives is often one of the most enjoyable aspects of the role. The ability to collaborate effectively with others and to challenge constructively the ideas of fellow trustees as well as those of the leadership team is essential to ensuring the Board's strategic decisions are fully informed, reasonable and effective.



# Trustee job description

<b>Location</b>	Leeds, West Yorkshire
<b>Time Commitment</b>	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.
<b>Duration</b>	A minimum of 3 years
<b>Salary</b>	Unpaid; expenses covered in line with policy

## General responsibilities for all trustees

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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 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

## Who we're looking for

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 the following:

**Finance Trustee**

- Experience of working in finance
- Knowledge of charity accounts and related legislation such as SORP
- Experience or knowledge of managing investment portfolios

**Trustee with Adult Social Care experience**

- Experience of working in adult social care in a Local Authority, Housing Association or almshouses
- Experience or knowledge of the appointment of residents
- Knowledge of the legislation relating to the sector and tenant rights, housing and other benefits

**For both roles**

- 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

# Ready to apply?

[Eastside People](#) is supporting Harrison and Potter Trust in the recruitment of these roles. Please [click here](#) to apply by submitting your CV and a 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 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

You are welcome to send your cover letter in writing, or as a video or audio clip, alongside your CV. Any video or audio submissions should be emailed to [lucinda@eastsidepeople.org](mailto:lucinda@eastsidepeople.org).

If you would like a call to discuss any of the roles in more detail, please email Lucinda Shaw to arrange a convenient time at [lucinda@eastsidepeople.org](mailto:lucinda@eastsidepeople.org). 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. If you have a disability or require reasonable adjustments during the application or interview process, please contact us so we can support you appropriately.

The closing date for applications is **25 February** with shortlisting interviews with Eastside People taking place soon after. Interviews will be held with the Harrison and Potter Trust during week beginning **9 March**.

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



## Finally

We understand AI can be a helpful tool, but please use it with caution and ensure your application is personalised and accurate.

If you know anyone else who might be interested, please do share this information pack with them.





Eastside  
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