



**ST MARY MAGDALENE AND HOLY JESUS TRUST,
Registered Charity No 225979, CLAREMONT ROAD,
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**This information pack is for people who are interested in
becoming Directors of St. Mary Magdalene & Holy Jesus
Trustee Limited**

This pack gives you information about:

- 1 St. Mary Magdalene & Holy Jesus Trust and the St.
Mary Magdalene & Holy Jesus Trustee Limited**
- 2 The Directors**
- 3 What the Directors do**
- 4 Time commitment**
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1 St Mary Magdalene & Holy Jesus Trust and the St Mary Magdalene & Holy Jesus Trustee Limited

The St Mary Magdalene & Holy Jesus Trustee Limited is the corporate Trustee of the St Mary Magdalene & Holy Jesus Trust.

The St Mary Magdalene & Holy Jesus Trust is the amalgamation of several Trusts / charitable organisations, which date back to the thirteenth century. It is a registered charity and is regulated by the Charity Commission.

There have been several changes to the constitution and governing documents of the St Mary Magdalene & Holy Jesus Trust over its long history. The organisations' governing documents have changed over the years with the current governing documents being the 2008 Scheme (Amended February 2022) and Articles of Association (Amended July 2021).

The St Mary Magdalene & Holy Jesus Trust is an Almshouse and is registered with the Almshouse Association. It has around 150 properties which are provided to beneficiaries of the Trust. The charitable purpose of the Trust is to provide housing and support services to people who are poor along with additional qualifying criteria, which are specific to the different properties the Trust owns. The details of these qualifying criteria are detailed in the 2008 Scheme (Amended July 2022). The charitable activities of the organisation are subsidised from the Trusts investments.

The St Mary Magdalene & Holy Jesus Trustee Limited is a registered company limited by guarantee.

2 The Directors

The St Mary Magdalene & Holy Jesus Trustee has eleven Directors.

- One Chair.
- Three Co-opted Directors (Directors with no direct links to the three nominating bodies detailed below e.g., are not employed by them).
- Three Directors nominated by the Freemen of Newcastle.
- One Director nominated by the Bishop of Newcastle.
- Three Directors nominated by Newcastle City Council.

3 What do the Trustees do?

Charities are organisations set up to provide benefit to their beneficiaries and Trustees are responsible for running the charity, for its property, and finances. Trustees help plan the strategic future of St Mary Magdalene & Holy Jesus Trust and its work and make policy decisions for The Trust.

Trustees have and must accept ultimate responsibility for directing the affairs of the charity and ensuring that it is solvent, well-run and delivering the charitable outcomes for the benefit for which it has been set up.

Trustees have a responsibility for ensuring that The Trust complies with charity law and the guidance of the Charity Commission, and that the Corporate Trustee complies with company law. Trustees have the employees of the Trust company and several professional advisors to assist them with meeting these duties.

The booklet *The Essential Trustee* and *The Essential Trustee* six main duties explain what you need to know about being a Trustee.

4 Time commitment

Trustees must hold at least four Board meetings each year.

Currently, the Board of Trustees meets around every 2 months usually at 10:30am at the Trust's main site, which is at Claremont Road, Newcastle upon Tyne, NE2 4NN.

You will be expected to:

- Prepare for meetings by reading papers
- Identify training and development needs and attend relevant training sessions
- Undertake an annual appraisal with the Chair

Trustees are voluntary positions although we do pay out-of-pocket expenses.

5 Training and support

We will support new board members by providing appropriate training and development.

6 Current Vacancies

Candidates who are shortlisted will be interviewed by a panel of Trustees. Appointments are confirmed by the Board of Trustees.

The St. Mary Magdalene & Holy Jesus Trustee has a vacancy for a Cop-opted Director.

7 Person Specification

Candidates will be able to demonstrate:

1. A strong personal commitment to:
 - (a) the charitable purpose of St Mary Magdalene & Holy Jesus Trust;
 - (b) promoting the interests of our beneficiaries; and
 - (c) providing housing and support services to people in need.
2. Experience of operating within a board or committee structure in a charitable, public sector or commercial organisation.
3. Capacity to contribute actively to the strategic direction of the Trust.
4. An ability to think strategically.
5. Confident and effective communication and influencing skills.
6. A proven track record of effective, independent, decision making.
7. An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
8. Proven ability to work effectively as part of a team that makes collective strategic decisions and to accept collective corporate responsibility for decision making.
9. Personal credibility, with an ability to act as an organisation champion with a variety of stakeholders.
10. A record of personal integrity and behaviours consistent with Nolan's seven principles of public life.
11. Confirmation of a willingness to give at least the minimum time commitment required for the role.
12. The specific skills required by the organisation:

We are particularly, although not exclusively, looking for candidates who have significant experience in either charity law, information technology, property management or quality assurance. We also want to strengthen diversity on the Board and therefore, we would welcome applications from women, transgender people, people from ethnic minority groups and people who consider themselves disabled and are able to demonstrate that their skills and experience meet the criteria in the person specification for this role as set out above.

The successful candidates must be qualified to act as a Trustee and will be required to complete a Trustee Eligibility and Responsibility Declaration Form prior to being appointed.

Applicants should read the Charity Commission guidance on Automatic Disqualification. Further information can be found at:

<https://www.gov.uk/guidance/automatic-disqualification-rule-changes-guidance-for-charities#the-automatic-disqualification-rules>

8 Contact Details

Please contact Jon Mitford for more information about becoming a Trustee. More information about St Mary Magdalene & Holy Jesus Trust can be found on the Trust's website at <http://www.mmhjtrust.com> or on the Charity Commission's website.

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