



ST PETROCK & HEAVITREE
PARISH LANDS CHARITY



General Manager

Recruitment Pack 2025

Registered Charity Number 1070792

Company number 3566678

About the Charity

The St Petrock and Heavitree Lands Charity own seventy almshouses across the City of Exeter, providing accommodation for local people with limited income, typically of retirement age. One property is restricted to female residents. None of the accommodation is sheltered or warden controlled so residents need to be able to live independently. However, much of the accommodation is located at ground floor level or accessible by lift, making it suitable for older people. The Charity is responsible for the maintenance of the grounds, the properties internally and externally and insuring the buildings. In addition, the charity owns commercial property in Exeter city centre which is managed by Haarer Goss. As a result of investment portfolio success, the charity has recently been able to complete a new build of twenty two new almshouses and would potentially hope to be able to repeat this again in future years, thus benefitting a greater number of older people in need of support with their housing needs.

Day-to-day management is carried out General Manager and the Admin Support Team.



History

St Petrock and Heavitree Parish Lands Charity is an amalgamation of several charities with almshouses possibly dating back to 1500's. One of the earliest records is that following the dissolution, the Mainwaring family acquired the medieval chapel of **St Anns** for almshouses. These were the homes for eight poor men & women, each having two small rooms and a garden.

The Charity Commission gave permission in 1873 to St Loyes Almshouses to build new almshouses replacing the existing properties in **Salters Road**. However, by 1974 the properties had been extended & rebuilt as it was decided the original buildings had reached 'the end of their useful life'.

In 1877 the Parish Lands Charity completed negotiations with the Magdalen Charity and purchased a plot of land in **Magdalen Street**. The Charity Commission agreed, in 1879, for the funds from St Petrocks Charity to meet the costs of new almshouses being built on the land; comprising of two houses each with two residences. This site was refurbished in 2011.

Frances Gardens was originally called 'The Frances Homes' and were named after the wife of the Very Rev, Archibald Boyd, Dean of Exeter. Dr Boyd paid for the site and building of the almshouses in 1878 and together as trustees, the Dean and Chapter deemed the residents were to be female, at least 60 years of age, be of the Church of England faith, lived in Exeter for at least five years, and have an income of no less than £12 per year.

Frances Gardens, as it later became known, underwent a major renovation in 2008. One of the 'newer' almshouse sites is **St Petrocks Close** and **Premier Place**. The site consists of ten flats in St Petrocks Close and four in Premier Place.

Aware of the need for further almshouse accommodation the trustees decided to buy a plot of residential land in the Whipton Area to provide **Elizabeth Gardens** a new almshouse development of 22 flats.



Governance

The Charity is administered by up to 14 voluntary Trustees. The day-to-day management of the charity is administered by the General Manager. The Board describes themselves as collaborative and trust and autonomy exists between the committees (Allocations, Finance, Buildings) allowing for robust reporting and transfer of information. The Board meets quarterly, usually between 3pm and 5.30pm around the third Monday of January, April, July and October. Subcommittee meetings (Allocations, Finance, Buildings) are as required

Current trustees are:

- Mr M Henderson (Chairman)
- Mrs C Lambeth (Vice Chairman)
- Rev S Swarbrick
- Mrs J Grainger
- Mrs A Wiseman
- Mr P Keeling
- Mr G Murrin
- Mrs A Foreman
- Ms J Russell

Role Description and Person Specification

Background to the role

Historically, the administrative management of the charity has been outsourced to Simpkins Edwards Chartered Accountants in Exeter who have provided a Clerk to the Charity. The Clerk operates in an advisory capacity. Following recent growth, the Charity now needs to appoint a General Manager to oversee the administration of the organisation and operational decision-making.

Main Responsibilities

You will be primarily responsible for the following

- Liaising with and reporting to the Chair of the Trustees.
- Making decisions regarding the day to day running of the Charity.
- Line management of small Admin Support Team
- Provide assistance to the Admin Support staff when required.
- Assist the Admin Support regarding aged Debtors.
- Preparation for and attendance at the Quarterly Trustees Meeting (Jan, Apr, July & Oct)
- Attend other sub committee meetings if required to do so by the Trustees.
- First authorisation of the payment runs before Trustee final approval , two runs each month



- Provide the Trustees with a monthly email update, this is prepared by the Admin Support staff.
- Residents' issues and the management of the Almshouse
- Management of the non-almshouse properties (Private rentals)
- Management of Commercial Properties alongside Mark Beskeen Property Management agent.
- Repairs and maintenance /expenditure
- Overseeing relevant compliance such as HR and Health & Safety.
- To be aware of emerging legislation that effects social housing and keep the Trustees informed accordingly.
- To advise the Trustees of other external factors that might have an impact on the Charity.

Note This job Description is neither definitive or exhaustive. It may be reviewed in the light of the changing circumstances following consultation with the post holder.

Person Specification

Essential Experience

- Recent relevant experience in a similar role
- High level of administration/general management experience
- Sound experience of using a range of computer software, especially MS Office

Desirable Experience

- Experience of working within social housing sector
- Experience of working in the charity sector
- Experience of working with a Board of Trustees.
- Previous experience of working with Quickbooks

Essential Abilities, Skills, and Personal Attributes

- Supportive and motivating management style
- Able to make well-informed decisions
- Excellent communication and presentation skills
- Cause driven
- Understanding of the difficulties faced by older people in society.
- Good financial awareness
- Flexibility

Terms and Conditions

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| Hours | 13 hours a week – four hours a day and plus an hour in hand for ad hoc phone/video calls. Some weeks will be more, especially around quarterly Board meetings. Some weeks might be less, so flexibility is essential. |
| Place of Work | Office based for the three working days (Queen Street, Exeter) |
| Rate of Pay | £40,000 per annum (FTE) |
| Other Benefits | 26 days holiday pa plus Bank Pro Rata Nest Pension scheme |

Recruitment Process

- Applications to be made to our recruitment partner: - Shine Charity Recruitment (mel@shinecharityrecruitment.co.uk)
- Closing Date: 14th April 2025
- First interview with Jackie Dawkins, Director, Shine Charity Recruitment w/c 21th April 2025
- Second interview with Trustees