



Parson Latham's Hospital is an Almshouse managed by a board of Trustees situated in the heart of Oundle, an historic market town in North Northamptonshire.

A charitable organisation established in the 1600s, it offers independent living for up to 13 senior residents. Residents at Parson Latham's Hospital enjoy single bedroom accommodation with their own bathroom, kitchen and private entrance, either in the adapted Grade I listed building or in one of the 6 modern bungalow apartments.

The Trust employs a resident warden who is responsible for the general welfare of the residents (excluding all aspects of nursing care).

The Educational Foundation provides grants to students moving on to Further and Higher Education courses, and or, tools for those entering into vocational training or apprenticeships.

The Charity has substantial investments with income from tenant farmers in the Boston area, a retail unit in Oundle and residential property.

The Charity is in the process of changing its legal status to a Company Limited by Guarantee.

However, the Trustees are determined to maintain the legacy and ethos started by Parson Nicholas Latham over 400 years ago.

As a result of the retirement of our Clerk of the past 15 years the Trustees are looking for an enthusiastic, energetic and caring person to act as administrator of Parson Latham's Hospital Trust. This is a delightful position which carries a high degree of responsibility. The Trustees encourage the post holder to be a decision maker but to ensure the Chairman; Vice Chairman and Trustees are kept fully informed of any capital costs or contentious issues.

As the job also requires involvement with residents and tenants an ability to be discreet and diplomatic is essential.

#### **Contract Type: Permanent**

Working Pattern: 8 hours per week

Flexibility towards working hours will be expected as there is a requirement to attend some late afternoon/evening meetings; however, there is also flexibility regarding workdays, timings and location of work.

The charity provides a modern fully equipped office situated in the Hospital. The successful candidate will be expected to spend at least half their hours at the Hospital.

Salary: £50000 FTE (Pro Rota for 8 hours per week £10,667)-The Trust will enrol the successful candidate in the NEST pension scheme.



### **Summary of Responsibilities**

- To effect and oversee regular maintenance and improvements as planned by the Board.
- To ensure all insurance policies, maintenance (including garden maintenance) and utility contracts are updated and renewed as necessary.
- To prepare and arrange agendas, provide relevant papers and attend all meetings of the Board and its committees.
- To advise the Board on financial issues related to the Trust; to implement expenditure decisions made by the Board; and to ensure that all financial accounting is done accurately. Use of Microsoft Office suite of tools or similar is essential.
- To invoice for all rents due to the Trust; make payments for wages and regular maintenance contractors each month;
- Carry out monthly reconciliations including for banking and investment accounts.
- To liaise with the Trust's auditors in relation to matters of finance and administration, including preparation of the Charities' Annual Reports.
- To liaise with the Trust's land agents in regard to the agricultural tenancies.
- To liaise with the letting agency who manage the three residential tenancies in Oundle. To ensure all aspects of being a responsible landlord are observed for the retail tenancy.
- To be the primary point of contact for resident applicants, including the maintenance of a waiting list and to attend interviews for new residents.
- To administer the annual process for awarding the Education grants and Christmas doles to non-resident beneficiaries in Oundle, Polebrook and Kirton parishes.
- To maintain a close working relationship with the Warden and to take the necessary action to ensure the wellbeing of the residents.
- To maintain the Trust's Health and Safety Policy and other policies.
- To ensure compliance with the General Data Protection Regulation and to act as data controller.
- To develop and expand the Trust's external communications in furtherance of its strategic objectives, by means of press liaison, social media presence, website updates, promotional materials and event participation.
- To deal with correspondence in a timely manner
- Deal with any emergency promptly and efficiently.
- To support the Trustees on strategic opportunities that may arise.



Application form downloadable at [www.parsonlathamscharity.org.uk](http://www.parsonlathamscharity.org.uk)

Application form with accompanying letter should be sent to

**Chairman**

**Parson Latham's Hospital Trust**

24 North Street

Oundle

Peterborough

PE8 4AL

Application deadline is end of day Thursday 23rd June 2022

Interviews will take place in week beginning July 4<sup>th</sup>.