

Brief for the position of
**Trustee of The
Whiteley Homes Trust**



April 2026



The Whiteley Homes Trust

Company Registration No. 04957706 (England & Wales)
Charity Registration No. 1103056 (England & Wales)
Registered Provider number 5198

Introduction



Thank you for your interest in the role of Trustee of The Whiteley Homes Trust.

The Trust provides housing and care for older people of limited means within Whiteley Village, Surrey. Established over 100 years ago through the philanthropy of William Whiteley (“the Universal Provider”), the Village is the UK’s first purpose-built charitable retirement community and remains the largest single-site collection of almshouses in the country.

Today, Whiteley Village is home to around 365 residents and provides approximately 25% of the social and affordable housing for older people within the borough. Working in partnership with Elmbridge Borough Council, we are developing a long-term vision to establish Whiteley as a leading destination for older people of limited means, responding to the growing demands of an ageing population.

The Trust is now at a pivotal point in its history. Alongside our commitment to delivering high-quality homes and services, we must address significant investment requirements across our housing stock, heritage assets and infrastructure. Securing the long-term financial sustainability of the Trust will require us to maximise income streams, unlock value from our land assets, and make disciplined, strategic decisions about resource allocation.

The role of Trustee is therefore both important and impactful. You will contribute to shaping the future of a unique charitable organisation, ensuring that we preserve and enhance Whiteley’s legacy while building a sustainable community for the next century.

We are particularly seeking to strengthen our Board with expertise in **strategy, finance and treasury management**, ideally with experience of **funding housing development within the social housing sector**.



**Mark Henderson, *Chair*
Whiteley Homes Trust**

The Whiteley Homes Trust

Trustee Role Profile and Person Specification

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|---------------------------|--|
| Role Title: | Trustee |
| Remuneration: | The role of Trustee is voluntary and therefore not accompanied by any financial remuneration, although reasonable expenses may be claimed. |
| Reports to | Chair of Board of Trustees |
| Key Relationships: | Chair of Trustees, Trustees, Chief Executive, Leadership Team, The Board Secretary/EA |
| Location: | Walton on Thames (with some remote participation) |
| Time Commitment: | <ul style="list-style-type: none">• Approximately 4–5 Board meetings per year (including an annual strategy day)• Membership of the Finance, Audit & Risk Committee (4 meetings per year, typically 2–3 hours, held remotely during working hours)• Occasional attendance at events, site visits, or additional meetings as required |

PURPOSE OF ROLE

Trustees are collectively responsible for the governance, strategic direction and financial sustainability of The Whiteley Homes Trust (WHT).

As a Trustee you will:

- Ensure the Trust delivers its charitable objectives effectively and sustainably
- Safeguard its financial health, assets and reputation
- Provide strategic leadership and oversight
- Ensure compliance with legal, regulatory and funding obligations, including lender covenants

Trustees act as ambassadors for the organisation and play a key role in ensuring the Trust operates as a well-governed, efficient and forward-looking organisation.

PRINCIPAL ACCOUNTABILITIES

- Contribute to setting and overseeing the Trust's **strategic direction**, objectives and long-term plans
- Provide **constructive challenge and support** to the Chief Executive and Leadership Team
- Ensure the sound **financial health** of the charity, and that systems are in place to ensure financial accountability and control.
- Ensure that WHT's **finances, assets and reputation are maintained and protected** and not placed at undue risk.
- Ensure that WHT **complies with its Memorandum and Articles of Association, charity law, company law and any other relevant legislation or regulations.**
- Promote high standards of **governance, accountability and transparency**
- Support the Chief Executive and Leadership Team to **develop positive and productive relationships** with other partners.

TRUSTEE QUALITIES:

In addition to the above statutory duties, Trustees should use the specific skills, knowledge and experience they have to help the Board of Trustees reach sound decisions. This may involve leading discussions, focussing on key issues, providing advice and guidance on new initiatives, evaluation, taking a close interest in one of the Trust's activities to which their expertise and/or experience is particularly relevant or other contributions arising from Trustees' special expertise. Qualities we are looking for include:

- Shares the vision and commitment of The Whiteley Homes Trust and its aims and values to provide excellent services within a framework of sound financial discipline.
- Has the time and energy to fulfil the responsibilities of the role in an appropriate way.
- Committed to equality of opportunity.
- A strong leader with credibility and enthusiasm; a decisive and effective decision-maker who leads by example.
- An ability to think laterally and creatively.
- Able to work as a member of a team acting and thinking organisationally with a collaborative style that engages at all levels and promotes positive relationships throughout The Whiteley Homes Trust and its partners.
- An understanding and acceptance of the legal duties, liabilities and responsibilities of trusteeship.

TRUSTEES ARE REQUIRED TO:

- Spend time before each Board and relevant Committee meeting reading and considering papers.
- Be contactable by e-mail and telephone.
- Be available for occasional meetings, visits, fundraising events or discussions between full Board meetings.
- Declare any relevant personal interests and avoid conflicts of interest.
- Respect confidentiality of information.



Person Specification

CORE COMPETENCES

- Effective **communication and interpersonal skills**, with the ability to influence and challenge constructively
- Strong **strategic thinking** and ability to contribute to long-term planning.
- Sound **analytical and financial literacy**, with the ability to interpret complex information
- Ability to assess and balance **risk and opportunity** in decision-making
- **Collaborative approach**, with the ability to operate effectively as part of a Board



KNOWLEDGE AND EXPERIENCE

The Trust has a skills-based Board, and each Board Member is appointed for their professional skills and experience. The Board is currently looking for **strategic, financial and treasury management skills** and ideally experience of funding **housing development** within the social housing sector.

- Senior-level experience (executive or non-executive) in a **complex, regulated or customer-focused organisation**
- Strong **financial and commercial acumen**, including understanding of funding, investment and risk
- Experience in **treasury management and financial strategy**
- Experience of **funding housing development**, within or alongside the **social housing sector**
- An understanding of the **regulatory and operating environment for social housing**

SKILLS AND ABILITIES

- Ability to contribute to and shape **strategic vision and direction**
- Confidence to provide **independent, constructive challenge**; with a wider vision to raise standards across the organisation.
- Able to **work collaboratively**, building consensus and participating in 'cabinet style' decision making.
- Strong **judgement and decision-making capability**, balancing competing priorities
- Able to **express views succinctly and effectively** in a formal meeting making reasoned and thought-through contributions which stick to discussing the matter at hand.

PERSONAL BEHAVIOUR AND STYLE

- **Professionalism and accountability** in conduct
- Demonstrates **credibility and integrity**
- Proactively demonstrates strong commitment to **equality, diversity and inclusion.**
- Passion for **improving outcomes for residents** and service users
- **Listens to others** and is **decisive** when it is required.

Diversity and Inclusion

We are committed to building a diverse and inclusive Board. We welcome applications from individuals of all backgrounds, experiences and perspectives, as we believe this strengthens governance and decision-making.

“The Trust believes that everyone has the right to live well in a good home as they age, regardless of their limited financial means.”

