



Candidate information

Background

The Merchant Seamen's War Memorial Society is a registered charity based in Surrey, operating under the trading name of Care Ashore and provides accommodation and support to former and current seafarers and fishermen in need.

Funding for these services comes from various stakeholders, including residents' rents, Waverley Borough Council (WBC), commercial activities on site, and grants and gifts.

LOCATION

Care Ashore is based on the Springbok Estate which is on the Surrey/West Sussex Border, approximately 40 miles south of London and 30 miles north of the South Coast. It is conveniently placed close to local towns and has good access to the M23, M25 and Gatwick Airport. This and the fact that the charity provides a safe and secure environment make it an attractive location for both residents and those taking a holiday. The estate comprises some 269 acres of beautiful countryside.

FACILITIES

The charity currently has 39 accommodation units comprising its supported housing scheme; these are made up of:

- 8 one-bedroom bungalows
- 11 one-bedroom flats for independent living
- 20 flats where residents receive an enhanced level of support.

The main building houses single and guest accommodation, administrative and communal areas. There is a well-stocked library, laundry facilities, licensed members' club, TV lounge and a variety of communal areas. A passenger lift is provided for residents located in the main house annex.

The charity offers its services to those who have been in the Royal Navy, Merchant Navy, British Fishing Fleet, and other associated maritime industries. The current resident group spans the age range 50+ to 90+, providing a diversity that cultivates and sustains an understanding, respect, and community spirit within the group.

Each resident has the option of benefiting from the support services offered, to ensure they can live as independently as possible. In addition to the supported housing the charity operates a holiday scheme for seafarers and their dependents.

Transport is available to take residents to doctor, hospital and dental appointments if needed and for shopping and social trips. The grounds and estate comprise beautiful gardens and woodlands that residents and guests may explore. They are likely to see a wide range of wildlife that can include deer, badgers, foxes, owls, woodpeckers, and many other species.

CARE ASHORE'S COMMERCIAL ACTIVITIES

In support of its charitable objectives the organisation manages several commercial activities that generate income to subsidise the cost of services offered to seafarers, and to support capital and renovation projects.

These activities include commercial and residential property rental, farm rental, camping and caravanning, fishing lake, clay pigeon shooting, and guest rooms. These commercial activities continue to be an essential part of the organisation's daily operations to raise income to support and enhance its charitable activities. Furthermore, not only do our commercial activities secure direct income, but also generate additional secondary income through donations from some, and volunteers coming forward to assist us with meeting our charitable aims and keeping costs down.

CURRENT CONTEXT

The charity has worked hard in recent years to improve internal and external process, along with increasing its reputation both in the local community and within the wider seafaring sector. It was realised within this period that the existing name of the charity 'Care Ashore' was not appropriate as the charity does not provide care. The existing residents have chosen to rename the organisation 'The Springbok Mariners Trust'. It is hoped the rebrand and launch will happen shortly.

Moving forward, the aim is to ensure the long-term sustainability of the charity by generating income from the estate. A trading subsidiary has been established, Springbok Estates Limited and will be launched at the same time as The Springbok Mariners Trust.

TRUSTEE ROLES AND RESPONSIBILITIES

Please read in conjunction with 'The Essential Trustee – What You Need to Know' from the Charity Commission. A copy can be found here:

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do>

As a Trustee you will be ensuring that Care Ashore continues to provide first rate housing and support to former and current seafarers in need. Your role is to ensure the charity is run in line with its objects and vision and in a way that is compliant through good governance.

Below you will find details of the main duties of a trustee along with the attributes required.

Duties (not limited to):

- With other trustees, you will ensure the Charity complies with its governing document, organisational law, and by any other relevant legislation or regulations.
- To make sure the Charity always pursues its objects as defined in its governing document.
- With other trustees, you must ensure that the Charity applies its resources exclusively for the benefit of its own objectives.
- You will contribute actively in Board meetings.
- You will support the CEO in setting and achieving the operational targets.
- You will always safeguard the values of the Charity.

- You may be required to represent the Charity at functions and meetings at times
- You will declare any conflicts of interest at the earliest opportunity.
- To be collectively responsible for the actions of the Charity and other trustees.
- You will support other trustees and staff team to achieve effective and efficient administration of the Charity.
- You commit to adhering to all organisational policies and procedures.
- Alongside other trustees, you will ensure that all financial processes are adhered to and that all financial management is in line with organisational and legal policies.
- You will use any knowledge, skills and/or experience to enhance the work of the organisation and to train/support the staff team and/or trustees.
- You are willing to attend meetings including sub-committees where appropriate regardless of location (travel expenses will be reimbursed)..
- You will remain updated in the field of seafaring including other accommodation providers and funders.

Person Specifications

- Integrity
- A commitment to the Charity and its values.
- An understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship.
- The commitment to devote the time necessary to the duties of a trustee.
- Strategic vision
- The ability to think creatively
- The ability to work as part of a team but also to speak independently when appropriate.

Care Ashore an equal opportunity employer. All Trustee applicants will be considered without attention to race, colour, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

LEVEL OF COMMITMENT

BOARD MEETINGS: (2 -3 HOURS)

The Board of Trustees, in the normal course of business, will hold a board meeting bi-monthly on site. In exceptional situations, those who are unable to attend physically will join the meeting via a Zoom call with permission from the Chair. There will be a standing agenda for each meeting. There may, of course be extraordinary board meetings called, should a specific need arise.

SUB-COMMITTEES

Each trustee will be asked to serve on at least one sub-committee, which usually meet quarterly.

The time commitment from the Trustees will be in the region of 8-10 hours per month – a little more for office bearers and those leading sub-committees.

CODE OF CONDUCT

All trustees are expected to maintain the highest standards of integrity and stewardship and the full Care Ashore Code of Conduct will be shared with successful candidates.

HOW TO APPLY

In the first instance, please email the Chair of the Board of Trustees, John Walsh j.walsh@careashore.org including a covering letter, CV and completed skills matrix.

All applications will be treated as confidential

The appointment will be subject to a satisfactory DBS (Disclosure and Barring Service) check at enhanced level.

Trustees are eligible to claim reasonable expenses for attending to the charity's business, including travel expenses for attending meetings.