

# Role Description for Trustee

Thank you for your interest in joining Horsfall House.  
Further details about the role, along with a link to the  
application form, can be found at the end of this document.  
We look forward to hearing from you.



**ROLE TITLE: TRUSTEE (VOLUNTARY)**

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**ABOUT HORSFALL HOUSE**

Horsfall House is a not-for-profit organisation and registered charity that exists for the communities we serve, with the principal objective of providing affordable care in the local area. We seek to support those who are unable to meet the full cost of their care and to generate funds to continually improve our facilities.

Over thirty years on from Dr Booth's vision for a place where our elderly community can be cared for, and afforded the dignity and respect they deserve, we continue with this work. It was critical to the original vision, that services could be accessed to all members of the community, not just to those who could afford the full cost.

The Charity provides support to ensure that:

- there are funded beds in our Nursing Home for those who cannot afford the full cost of care;
- there is transport for those in the community who otherwise could not travel to our Day Centre;
- we can provide support to those wishing to stay in their own home with our Home Care services,
- we can continue our ongoing improvements to the home for the benefit of all users and to ensure the home's ongoing sustainability.

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**ABOUT THE ROLE**

We are looking for a committed and community-minded individual to join our board of trustees and help guide our small but ambitious charity as we continue to grow and make a positive impact.

As a trustee, you will play a vital role in ensuring the Charity is well-run, complies with its legal duties and stays true to its mission. You will work collectively with fellow trustees and the staff team to provide strategic direction, oversight, and support.

This is a rewarding opportunity to use your skills and experience for public benefit while learning more about the voluntary sector and contributing to something meaningful.

## KEY RESPONSIBILITIES

- Ensure the charity is carrying out its purposes for the public benefit.
  - Help set the strategic direction of the charity and monitor progress.
  - Oversee financial management and ensure the charity's resources are used responsibly.
  - Ensure the charity complies with its governing document, charity law, and other relevant regulations.
  - Support and challenge the staff team or volunteers to deliver the charity's objectives effectively
  - Act as an ambassador for the charity and uphold its values.
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## PERSON SPECIFICATION

We are looking for people who are:

- Committed to the values and purpose of the charity.
  - Willing to devote the necessary time and effort.
  - Able to work as part of a team and bring sound, independent judgement
  - Prepared to ask questions, challenge constructively, and make decisions in the charity's best interest.
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## DESIRABLE

We welcome people from all backgrounds and are especially interested in hearing from individuals with experience of the impact of our Charity locally and able to offer a community perspective to our meetings.

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## LEGAL REQUIREMENTS

To act as a trustee for us, you must be at least 18 years old and have your principal residence in Minchinhampton and its environs or have an association with Horsfall House. All trustees are expected to obtain and maintain DBS certification.

You must not be disqualified from acting as a trustee under the **Charities Act 2011**, unless you have a waiver from the Charity Commission. You are disqualified if you:

- Have an unspent conviction for an offence involving dishonesty or deception (e.g. fraud).
  - Are an undischarged bankrupt or have an individual voluntary arrangement (IVA).
  - Have been removed from being a trustee by the Charity Commission or a court due to misconduct or mismanagement.
  - Are subject to a disqualification order under the Company Directors Disqualification Act 1986.
  - Are on the sex offenders register.
  - Have been disqualified under other specific legal restrictions (e.g. terrorist asset-freezing orders).
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## TIME COMMITMENT

- Trustees should expect to give several hours per quarter, primarily to attend Board meetings. We usually hold around five Board meetings per year, typically in the afternoon, with an online option available to support accessibility and flexibility.
  - Trustees can choose to contribute more time depending on their interests, skills and availability. Additional involvement is optional but warmly encouraged, for example through working groups, sub-committees, fundraising or community events, where trustees can make a real and visible difference to the life of Horsfall House.
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## TERM

Trustees are appointed for a term of three years and can serve for a maximum of three consecutive terms.

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## REMUNERATION

The role is voluntary.

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## SUPPORT

New trustees are assured a warm welcome, a full induction and ongoing support to help them succeed in the role. Regular training and development opportunities are provided for all trustees however experienced.

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## EQUALITY, DIVERSITY AND INCLUSION

We warmly welcome applications from people of all backgrounds and are committed to equality, diversity and inclusion. We particularly encourage applications from individuals who are currently under-represented on charity boards.

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## SELECTION PROCESS

Deadline for applications: **Sunday 31<sup>st</sup> May 2026**

Interviews: planned for the week beginning **Monday 15<sup>th</sup> June 2026**

To apply, please complete our online application form:

<https://horsfallhouse.co.uk/job-application-form/>

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## FURTHER INFORMATION

For an informal conversation, please contact Duncan Wood, Chair of Trustees:

[duncan.wood@horsfallhouse.co.uk](mailto:duncan.wood@horsfallhouse.co.uk)

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# A Year in Review 2024



We maintained an average occupancy of 95% in our residential units, across the year, delivering more than 16,000 nights of care



A quarter of our resident stays, within our nursing and dementia units were made possible due to support from the Horsfall House charity



More than 13,000 hours of care were delivered in the community by our Home Care team



Our Day Centre held more than 5,000 sessions, transporting, hosting and entertaining the local community



An extensive refurbishment of all the resident rooms was undertaken to ensure the living accommodation remains at the highest standard



Significant investments in modernisation, resident well-being, safety & security were made throughout the year



Our catering team prepared more than 50,000 meals for our residents, day centre visitors and our community Meals-on-Wheels service



We celebrated our 30th Anniversary with our Patron, HRH The Princess Royal, making a welcome return visit in September



We formed the Staff Council comprising representatives from across all teams to foster greater internal communication



More than 2000 hours of volunteer time donated, delivering care and fundraising support