Sutton’s Hospital in Charterhouse

‘....the greatest and noblest gift that ever was given for charity, by any one man, public or private, in this nation.’

Daniel Defoe, 1722

Appointment of Master¹
Early 2017

¹ Please note that the role is open to both genders regardless of The Charterhouse’s traditional job title of ‘Master’.
Sutton’s Hospital in Charterhouse

Overview

Following the planned retirement of our current Master in early 2017, the Governors are seeking an exceptional individual to lead this ancient and highly-regarded charitable foundation through to 2020 and beyond.

The Governors are seeking a candidate able to carry the trust and respect of the Charterhouse community, and with the personal qualities and dedication to lead it forward. In addition to being a leading ambassador for the Charterhouse and upholding its values, the vital ‘Chief Executive’ nature of the role requires high-level organisational and business leadership capabilities.

The successful candidate will be both willing and well-suited to playing the crucial and central role in the life of the Charterhouse and its wider community.

Background

The Charterhouse is an ancient charity founded in 1611 located in a beautiful collegiate setting at a former Carthusian monastery on the edge of the City of London. A registered charity formally known as Sutton's Hospital in Charterhouse, this £80m charity currently provides accommodation and care for retired, single elderly gentlemen known as Brothers and, equally, gives financial support to Charterhouse School. (Please see also below under ‘Brothers’ regarding the broadening of the Brother community).

Blessed with exceptional historic buildings as well as finely tended gardens, the Charterhouse includes an infirmary registered as a care home, complete with full nursing support, and a chapel which functions on a daily basis.

People

The Sovereign, the Consort and the Heir are the three Royal Governors of the Charterhouse and the Archbishop of Canterbury is the Archiepiscopal Governor. Sixteen further Governors are the charity’s trustees and the Assembly of Governors, a body first composed by the founder Thomas Sutton in 1611, meets throughout the year assisted by a number of governance committees. Between them the Governors have a significant record of achievement and service across the public and private sectors.

The charity employs a highly committed team of around seventy full and part-time staff currently managing Brothers’ accommodation, the estate, catering, health and care provision, finance and development functions - and a small number of senior roles, including Deputy Master (The Preacher), Bursar, Development Director and Operations Director reporting in directly to the Master.
The Brothers

The Brothers, originally those who could supply ‘good testimonye and certificat of theire good behaviour and soundnes in religion’, are selected from a wide variety of professions including teachers, clergymen, writers and editors, musicians, artists and some will have served in the armed forces. They have a desire to live together in community at the Charterhouse and play as active a role as possible both inside and outside the Charterhouse. It is the Governors’ intention to introduce women Brothers into the community within the next year or so.

There is accommodation for forty Brothers in the main buildings. In addition, there are ten rooms in the Queen Elizabeth II Infirmary, a registered care home providing nursing within the walls of the Charterhouse for which the Master is the Responsible Person. Meals are taken together in the Great Hall. There are plans to increase the numbers of Brothers over the next few years.

The Charterhouse has just registered for Domiciliary Care with the Care Quality Commission (CQC) and will provide personal care to Brothers in their flats as and when that is required.

Stewardship of the past whilst planning for the future

The Charterhouse seeks to deliver the highest quality of care for the Brothers together with financial support to Charterhouse School. The Trustees are also deeply conscious of their duty to maintain the fabric of the beautiful and architecturally very significant heritage assets both now and for the future, whilst managing the charity’s financial assets cautiously and sustainably. The Charterhouse will soon open its doors to the public and become a much visited heritage site with museum, cafe and shop. Moreover the opening of Crossrail, currently scheduled for late 2018/early 2019, will present exciting commercial and other opportunities for the Charterhouse at a number of levels based on its proximity to Charterhouse Square.

With the support of the current Master and Development Director, the Governors have instituted a successful development programme to help secure the long term financial future of the Charterhouse, which celebrated its 400th anniversary in 2011. The successful candidate will be instrumental in taking this programme forward and developing further fundraising and commercial opportunities for The Charterhouse.

The Master - Responsibilities

This is a wide-ranging Chief Executive role, contributing to the leadership and vision of the Charterhouse, representing this unique charity and community both inside its historic walls and across the heart of London; furthering its ever-increasing relationships with the London Borough of Islington, the City of London and local communities, and being the central figure at the heart of the Charterhouse community. The Master will develop further the community’s strong ties to Charterhouse School and foster ever-closer links across the Carthusian family in general. The Master will report to the Chairman and Governors, and will be chief
executive of the Charterhouse in all but name. The strong expectation is that, with full use of the fine Master’s residence as a condition of the appointment, the Charterhouse will very much be the Master’s centre of gravity during their tenure.

With a natural empathy and warmth for people and passion for community, as well as vision and guidance, the Master will lead the Charterhouse community, organise, host and participate in events arranged for the Brothers, share meals with the Brothers in the wonderful Elizabethan hall that is the communal dining room, and oversee the running of the Infirmary. It is expected that, together with the Deputy Master (The Preacher), the Master will provide ‘cover’ and supervision within the walls of the Charterhouse on a day-to-day basis. The role includes evening and weekend work.

The Master will be much involved in representing the Charterhouse and in making it more widely known as well as accessible to, and appreciated by, the general public. The Master will be an ex officio trustee of several trusts directly related to the Charterhouse. In addition to being responsible to the Governors for leading the Charterhouse on a day-to-day basis, in which the Brothers’ welfare is paramount, and fostering harmony and contentment among the charity’s community, the Master's role specifically includes:

- Being Chief Executive and responsible for the life and work of the charity including all aspects of financial management, investment policy and implementation, property management and the provision of sound governance advice and support to the Governors.
- Reporting regularly to the Governors, preparing reports and papers and overseeing and managing projects.
- Assisting, advising and, where appropriate, recommending options to the Governors and informing them of issues in relation to their governance duties.
- Supporting ever-closer relationships with the Charterhouse School community and, more broadly, the wider Carthusian family - to help secure the future of Thomas Sutton's original foundation and vision.
- Reporting formally each year to the Royal Governors.
- Chairing the Management Team and other committees which oversee various aspects of the Charterhouse community’s life.
- Working with other members of the Management Team to develop fundraising and commercial opportunities for the Charterhouse.
- Overseeing the selection of persons qualified under the charity’s provisions for appointment by the Governors as Brothers of the Hospital.

The infirmary is registered with the Care Quality Commission in compliance with the Health and Social Care Act 2008. The Master is the Responsible Person accountable to this regulatory body on behalf of the Governors.

**Required Skills/Experience/Qualities**

The successful candidate is likely to have operated at Board/senior executive level in a demanding organisational and/or business environment. The Governors are entirely open-minded regarding professional background and/or gender; however
the successful candidate is highly likely to have a demonstrable commitment to charitable and/or public service. An up-to-date understanding of effective corporate governance in the charity sector is important as is a genuine interest in the vision and purpose of the Charterhouse.

The successful candidate will have the right mix of skills to lead the delivery of The Charterhouse’s critical and core functions of care, financial governance and support, and heritage stewardship - whilst being able to develop exciting commercial opportunities as appropriate to the Charterhouse. A tangible commitment to the community’s Church of England foundation and ethos is also significant, as is empathy with people at all levels and the ability to communicate with, and engage, a wide variety of audiences.

The Governors are looking for an individual with the leadership and capabilities to fill the Master's role and the personality to make a distinctive and wholly positive contribution to, and promotion of, the Charterhouse during their substantive period of tenure.

Package and Benefits

A competitive package is available for the right candidate; this includes a moderate to middling basic salary reviewed annually, full use and occupation of the Master’s Lodge (the Master’s official home - free of rent, heating, electricity, telephone costs etc - a fine and ample residence within the walls of the Charterhouse EC1 which would suit either a Master with a family or a single Master), modest employer’s pension contributions and good holiday entitlement.

Appointment Process and How to Apply

Applications should consist of a full curriculum vitae and one page covering letter of application. This should be sent to Giles Jones at giles@hruk.com. The deadline for applications is Friday 30 September 2016. However those actively interested in the role are encouraged to send their application through in advance of this deadline, so that Giles Jones can follow up more fully with them during September.

The longlist of candidates will be scrutinised and sifted, with shortlisted candidates being invited to meet with a subcommittee of Governors in early October to discuss the role in more detail. A smaller number of candidates will then be invited to spend a half-day at the Charterhouse. This will include meeting Brothers and other members of the Charterhouse community and getting a greater feel for the Charterhouse’s identity and values. Two or three candidates will then be taken to final interview by the Governors.

The appointment will be made subject to satisfactory references and other pre-employment checks; e.g. a CRB check and/or similar, with a view to completion in time for a start date in or around January 2017.

If you would like an informal discussion about this role, please email giles@hruk.com so that Giles Jones can arrange a time to follow up with you.