



# Guildford Sunset Homes Trustees

**Candidate pack  
September 2025**



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Guildford Sunset Homes



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# 1

## Introduction



### Invitation to Become a Trustee of Guildford Sunset Homes

On behalf of the Guildford Sunset Homes, I am delighted to extend an open invitation to individuals who are passionate about our mission and community to consider joining us as Trustees.

Our organisation has a proud and enduring history. Founded on principles of service, stewardship, and leadership, GSH has developed over the years into a cornerstone of support, advocacy, and innovation within our field. Our legacy is built upon the dedication of Trustees and members who have shaped our direction and impact, ensuring that we continue to serve with integrity and vision.

Trustees play a vital role in guiding our strategic growth, upholding our values, and safeguarding the future of our organisation. By becoming a Trustee, you will join a committed and dynamic group, working collaboratively to build on our achievements and meet the challenges ahead.

If you are inspired by our history and motivated to contribute, we encourage you to step forward. Your expertise, energy, and perspective could help lead GSH into its next chapter of success.

For more information about the Trustee role and how to express your interest, please contact us directly. We look forward to welcoming new Trustees who share our commitment and enthusiasm.

Together, we can ensure that GSH continues to thrive and make a lasting difference.

With best regards,

**Chairman, Guildford Sunset Homes**

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## About us



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## Guildford Sunset Homes

Guildford Sunset Homes is an independent charitable housing association, providing 87 apartments for rent to older people at Merrow who are on modest or limited incomes in Guildford and is managed by ELM Group who have provided a comprehensive management service to Guildford Sunset Homes since 1986.

The main building, Merrow House, is a wonderful Grade II listed country house, which now consists of 11 apartments, a guest flat and spacious communal facilities for the use and enjoyment of the residents. Merrow House overlooks the gracious and elegant gardens, which also contains a discreet allotment area which is free for those residents wishing to take up gardening.

Guildford Sunset Homes was founded in 1947 by a group of local people. It is a non-profit making housing association providing accommodation for persons of pensionable age who are able to lead an independent life and willing to give neighbourly support.

Situated in the heart of the Surrey village of Merrow tucked away in a quiet street, Guildford Sunset Homes Estate is set in lovely grounds with beautiful gardens and many mature trees and shrubs. There is a café hub and large lounge (also housing a full sized billiards table) within Merrow House which all residents use for coffee mornings, bingo, social gatherings and reading.

The Association is managed by a Board of Trustees comprised of volunteers interested in housing needs. The committee decides the policies of the Association and oversees the work of the staff. Since 1986 the management of the flats has been undertaken by Retirement Lease Housing Association on behalf of Guildford Sunset Homes.

# 2

## About us



OUR STORY  
BEGAN IN 1947



Guildford Sunset Homes was founded in 1947 by a group of local people. It is a non-profit making housing association providing accommodation for persons of pensionable age who are able to lead an independent life.

1947

Guildford Sunset Homes acquired the lease of Merrow House from Poyle Charities to provide a residential home for 31 elderly people.

Merrow House was opened in 1949 by HRH Princess Marina the Duchess of Kent.

1949

In 1984, it was converted into 12 single and double flats. Within Merrow House there is also a guest flat for occasional use by relatives and friends of the residents.

1984

Merrow House was closed as a Retirement Home in 1978

1978

Browell House and Thrupp House were built in 1976 adding another 26 units to the offering of the estate.

1976

In 1962, 92 flatlets in seven blocks were built in the grounds adjoining Merrow House and these were officially opened, as had Merrow House, by HRH Princess Marina the Duchess of Kent.

1962

RLHA  
SINCE 1971

Since 1986 the management of the flats has been undertaken by Retirement Lease Housing Association on behalf of Guildford Sunset Homes.

1986

Throughout the late 1990's and early 2000's major refurbishment work was started to change the studios or flatlets as they had been called, into 1 bedroomed apartments.

1990's

Today the estate comprises of 87 apartments.

87



In 2020, the communal facilities were refurbished, which included a new 'hub' café style area, Italian terrace patio and seating area outside and better laundry facilities in the main house.

2020



Works are underway to build 24 apartments in the grounds of Guildford Sunset Homes

2023

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## Job description





## Trustees

### Commitment to the Cause

- A genuine interest in and commitment to the charity's values, mission, and the issues it addresses.

### Understanding of Trusteeship

- Knowledge of and acceptance of the legal duties, responsibilities, and liabilities of a trustee.

### Integrity and Judgement

- The ability to exercise sound, independent judgement, act with integrity, and uphold the [Nolan Principles](#) of public life (selflessness, integrity, objectivity, accountability, openness, honesty, and leadership).

### Strategic Thinking

- The capacity for high-level strategic thinking, vision, and the ability to contribute to policy and strategic planning.

### Teamwork and Communication

- Strong interpersonal, communication, and relationship-building skills, with the ability to listen, welcome alternative views, and work effectively as part of a team.

### Governance Skills

- An understanding of good governance principles and a commitment to implementing high standards.

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## Person specification



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# 4

## Person spec



### Essential Considerations

#### Availability

- A commitment to dedicate sufficient time to fulfil the role, which may include attending meetings or events outside of standard working hours.

#### No Disqualification

- The candidate must not be disqualified from acting as a trustee, which can result from certain financial crimes or serious breaches of trust.

#### Conflict of Interest

- A willingness to declare any existing or potential conflicts of interest.

### Valuable Skills & Experience

#### Financial Acumen

- Business and financial acumen, including experience with financial management, preparing accounts, or advising on financial strategy.

#### Charity-Specific Knowledge

- Experience in charity law, governance, and fundraising. (Training can be provided)

#### Management Experience

- Skills in leadership, management, strategic planning, or the management of change within an organisation.

#### Data & Evaluation

- Ability to critically assess complex information, interpret management information, and monitor and evaluate performance.

#### Diversity and Inclusion

- A commitment to equity, diversity, and inclusion (EDI) principles.



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## Person spec

### **Time commitment**

The board of Trustees meets 6 times a year, on the second Tuesday afternoon every two months.

This unpaid volunteer position is ideal for local residents interested in supporting their community.

We also hold an Annual Consultation Meeting (ACM) in September, followed by the AGM and Board meeting that afternoon.

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## How to apply

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# 5

## How to apply



Guildford Sunset Homes and the ELM Group are working exclusively with Charisma Charity Recruitment.

Expressions of interest for this unremunerated role should be submitted through the [Charisma website](#), and include:

- A comprehensive CV
- A supporting statement, explaining how you believe you match the requirements of the role and describing any potential conflicts of interest.

For an informal and confidential discussion about the role, please contact:

Sandra Smith, Associate Director of Charisma Charity Recruitment on 01962 813300 or email [info@charismarecruitment.co.uk](mailto:info@charismarecruitment.co.uk).

Charisma welcome and encourage expressions of interest from people of all backgrounds. We do not discriminate on the basis of disability, race, colour, ethnicity, gender, religion, sexual orientation, age, veteran status or other category protected by law.

**Closing date: 2 November 2025**

**Charisma interviews must be completed by 6 November, prior to shortlisting on 7 November 2025**

**Interviews with ELM Group: w/c 10 November 2025 TBC**



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