



# Walthamstow and Chingford Almshouse Charity Chief Executive Officer (Clerk to the Directors)

**Candidate pack**  
**October 2026**



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 **WCAC**  
Walthamstow & Chingford Almshouse Charity



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# 1

# Welcome

## Introduction

The Walthamstow & Chingford Almshouse Charity is one of the oldest charities in the country and continues to operate for its original purpose of housing local older people in need and grant making which it has done so continuously for the last 500 years.

The Charity's strategy is overseen by the pro-active board of directors, which meets on a regular basis via a number of committees as well as quarterly board meetings.

This busy charity's work is delivered by a friendly, dedicated & highly committed staff team of seven.

Our Clerk to the Directors (CEO) is retiring after 25 years and the board is looking to appoint another exceptional individual to lead the Charity and deliver on its ambitions to build more almshouses to house local people in need.

If you care about people having high-quality homes and want to lead a community based medium sized charity and you have the appropriate experience and skills, we would like to hear from you.

# 2

## About us



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# 2

# About Us

## About us

The charity is managed by The Walthamstow & Chingford Almshouse Trustee Company, which acts as sole trustee. The Trustee Company has a trading subsidiary company used to undertake new build developments on behalf of the charity.

The charity's 62 apartments are provided via 5 almshouse buildings, two of which are Grade II listed, the latest almshouse was completed in 2018, and received plaudits for its design, winning two prestigious national design awards.

The charity awards approximately £100,000 of grants each year to local people and other charities and organisations which can promote the charity's own purpose for the relief of financial need.

The charity holds & manages investment land comprising 15 acres of allotments over three Walthamstow sites, and a small number of investment properties. The charity acts as trustee to a local allotment charity which is located on land owned by the Corporation of London.

## Our mission

Our mission is to provide and develop high-quality homes where local older people can live independently, feel connected, and enjoy a strong sense of community. Through our grant-making, we support local people in need to help them better live their lives.

# 3

## Job description



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# 3

## Job description



### Role details

|                        |                                                                                                                                                                                                                                                           |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job title</b>       | CEO / Clerk to the Directors                                                                                                                                                                                                                              |
| <b>Reporting to</b>    | The Board of Directors                                                                                                                                                                                                                                    |
| <b>Responsible for</b> | The Charity Staff, Auditors, Investment Managers, Key Contractors, External Agencies, Regulatory and Reporting Bodies. (E.G. Charity Commission, Almshouse Association and Housing Ombudsman) Architects, Design Consultants etc. not an exhaustive list. |
| <b>Salary</b>          | £75K to £80K depending on experience                                                                                                                                                                                                                      |
| <b>Contract</b>        | Permanent                                                                                                                                                                                                                                                 |
| <b>Hours</b>           | Full time (35 hours) the charity has a flexible working policy                                                                                                                                                                                            |
| <b>Location</b>        | Walthamstow                                                                                                                                                                                                                                               |
| <b>Annual leave</b>    | 6.6 weeks annual leave inclusive of bank holidays.                                                                                                                                                                                                        |
| <b>Benefits</b>        | <ul style="list-style-type: none"><li>• 9% pension contribution</li><li>• Death in Service benefit 5 x annual salary</li><li>• Employee wellbeing service</li><li>• Car parking available</li></ul>                                                       |

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## Job description



### Overview

This is the job description and person specification for the position of CEO (Clerk to the Directors) at the Walthamstow and Chingford Almshouse Charity. The role serves as the Charity's statutory accountable officer and senior operational leader. The postholder also holds a director position within the Charity's subsidiary, a Development Company which contracts with building contractors for new almshouse developments.

### Purpose of the role

The CEO/Clerk to the Directors is responsible for:

- Leading the Charity's day-to-day operations. Overseeing service delivery to residents and other beneficiaries.
- Supporting the Board of Directors in achieving strategic objectives.
- Ensuring financial stability and sound governance.
- Maintaining compliance with charity, housing, health and safety, employment, and data protection regulations.
- Managing property assets and development activities.
- Reporting organisational performance to the Board.

### The role

#### Governance and Compliance Leadership

**A significant part of the role focuses on ensuring that the Charity operates legally, ethically, and effectively. The role acts as the central link between the Board and day-to-day operations**

Responsibilities include:

- Ensuring compliance with the Charity's governing scheme and relevant legislation.
- Submitting statutory returns and regulatory reports, e.g. Charity Commission, Companies House.
- Organising and servicing Board and committee meetings, including agendas, reports, minutes, and follow-up actions.
- Supporting recruitment, induction, and development of Directors.
- Advising the Board on governance issues, risks, and conflicts of interest.
- Coordinating with legal and other advisers when specialist guidance is needed.
- Preparing strategic planning information such as business cases, feasibility studies, budgets, and forecasts.

# 3

## Job description



### Financial Leadership

**The Clerk has overall responsibility for financial stewardship and reporting, and line manages the Finance Manager.**

Key duties include:

- Ensure the board is provided with timely financial information, management accounts and KPIs
- Preparing annual budgets, and with finance manager, reporting financial performance against them.
- Managing relationships with auditors and ensuring compliant audited accounts and effective financial controls in place.
- Liaison with investment managers to oversee investment portfolios & annually review investment policy.
- Keep under review property leases and investment properties, arrange valuations

### Operational Leadership

**The Clerk functions as the Charity's chief operational leader.**

Duties include:

- Delivering business plan objectives.
- Managing IT systems and technology resources.
- Overseeing employment matters, pay, and reward.
- Organisational risk management
- Working with external stakeholders, including: Almshouse Association, Charity Commission, Local Authority, Regulatory bodies.
- Representing the Charity externally and building new strategic relationships.

### Almshouse Property, Maintenance and Allotment Management

**The Clerk oversees all property-related matters.**

Responsibilities include:

- Reviewing accommodation charges (WMC) annually.
- Overseeing estate maintenance and refurbishment programmes.
- Advising on major repairs projects and capital investment.
- Identifying opportunities for property acquisition and almshouse expansion.
- Overseeing allotment management.

# 3

## Job description



### Resident Support and Welfare

**A major responsibility is safeguarding, ensuring residents receive appropriate support while maintaining independence.**

Key duties include:

- Acting as the safeguarding lead
- Overseeing applications and allocation of almshouse accommodation, advising directors on housing matters including ASB & breaches of terms of occupancy
- Consulting with residents & arranging for resident satisfaction surveys.
- Overseeing services that promote independent living.
- Managing concerns and complaints from residents and families.

### People Management and Leadership

**The Clerk leads and manages staff across the Charity.**

Responsibilities include:

- Recruitment and associated onboarding requirements.
- Maintaining HR policies and procedures.
- Managing disciplinary and grievance processes.
- Conducting staff performance appraisals and oversight of training & development
- Advising board as to salaries, pensions, and staff benefits.
- Building a positive organisational culture that attracts and retains employees and trustees/directors.

# 4

## Person specification



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## Person spec



### Person specification

#### Essential qualifications

- Degree-level education

#### Essential experience and knowledge

The ideal candidate should have:

##### **Leadership experience**

- Experience of leading teams preferably within a charity, housing, or social care setting.

##### **Housing and property knowledge**

- Knowledge of housing management and the social welfare system.
- Knowledge of building maintenance, Health & Safety & facilities management.

##### **Financial and governance skills**

- Knowledge of budgets, finance, accounting, charity and housing's legal & regulatory frameworks
- Experience of direct accountability to a board or similar.

##### **Safeguarding**

- Experience of safeguarding, reporting processes and multi-agency working.
- Commitment to equity, diversity & inclusion.
- Required to pass enhanced DBS checks

##### **IT skills**

- Strong capability in using standard office-based software packages.

#### Flexibility

The successful candidate will be required to attend evening meetings and will participate in the charity's out of hours emergency arrangements, which will occasionally require attendance at the almshouses out of hours.

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## How to apply



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# 5

## How to apply

Walthamstow and Chingford Almshouse Charity is working exclusively with Charisma Charity Recruitment.

Applications should be submitted through the [Charisma website](#) and include:

- A comprehensive CV
- A supporting statement (no more than two pages) summarising why you're applying and how you meet the person specification

For an informal and confidential discussion about the role, please contact Sandra Smith, Charisma Charity Recruitment on 01962 813300 or email [info@charismarecruitment.co.uk](mailto:info@charismarecruitment.co.uk).

*We welcome and encourage applications 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: Monday 9 November 2026**

**Interviews with WCAC: Friday 27 November 2026**



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