

## JOB DESCRIPTION – MAY 2022

The Charterhouse is an almshouse and museum based near the Barbican, providing residential care to a community of elderly people since 1611. Situated on 7 acres in central London, most of our buildings date back to the Tudor period, with elements of medieval, Victorian and more modern architecture. With links to some of the most famous people and periods throughout English history, this is an incredible and unique place to work.

Our mission is to provide a home, a community and lifelong care for older people in need, while sharing our heritage and investing in it for future generations.

For further information about the Charterhouse please see our website: [www.thecharterhouse.org](http://www.thecharterhouse.org)

<b>Job title:</b>	Clerk to the Brothers
<b>Working Pattern:</b>	Full-time - Monday to Friday (35h per week) Occasional evening or weekend work as required.
<b>Salary:</b>	Up to £36,000 per annum
<b>Location:</b>	The Charterhouse, Charterhouse Square, London, EC1M 6AN.
<b>Duration:</b>	Permanent
<b>Notice Period:</b>	2 Months
<b>Department:</b>	Infirmery & Brother Support
<b>Line Manager:</b>	Director of Health and Well-being
<b>Job Summary:</b>	<p>The purpose of this role is to conduct all aspects of administration regarding Brothers. This includes acting as a liaison between the Brothers, Governors and staff.</p> <p>As well as initiating and organising a variety of Brother-related activities and events that take place at Charterhouse.</p>



<p><b>Key Responsibilities:</b></p>	<p><b><u>Individual support to the Brothers</u></b></p> <ul style="list-style-type: none"><li>• Open door policy for Brothers with any queries/ problems.</li><li>• Supporting Brothers with health appointments, collating calendars, reminders, and escorting to appointments.</li><li>• Assisting Brothers with correspondence, phone calls and finance (banking/ pensions etc), and with internet and telephones. This includes liaison with Housing Department of Islington regarding housing benefit.</li><li>• Point of contact for next of kin etc.</li><li>• Following the death of a Brother, provide practical support e.g. registering the death, as well as emotional support for next of kin and funeral planning etc.</li><li>• Assisting Brothers if moving rooms internally or to the infirmary.</li><li>• Sourcing information of benefit to Brothers e.g., Housing Benefit, pension credit/ freedom passes and assisting with applications for Brothers.</li><li>• Annual administrative tasks e.g., Concessionary TV License applications.</li><li>• Facility for cashing cheques/ photocopying for Brothers.</li></ul> <p><b><u>Health &amp; Safety</u></b></p> <ul style="list-style-type: none"><li>• Reviewing and updating Covid risk assessment with Director of Health and Wellbeing.</li><li>• Having an up-to-date knowledge on safeguarding and working alongside The Charterhouse and Islington Council policy and procedure.</li><li>• Development of Personal Evacuation Escape plans for Brothers, and Update fire roll call and all other lists that include Brothers.</li><li>• Six-monthly Brothers room health and safety checks.</li><li>• Work alongside Director of Health and Wellbeing regarding Domiciliary Care plans and contract.</li><li>• Updating and transferring paper records onto electronic care plan.</li><li>• Ensuring that all relevant information regarding Brothers is recorded on the electronic care plan.</li></ul> <p><b><u>Managing the Brother group</u></b></p> <ul style="list-style-type: none"><li>• Arranging Brothers activities such as (physiotherapy, dancercise.</li><li>• Weight monitoring for Brothers with support of the Infirmary staff.</li><li>• New Brothers – applications, interviews and supporting the move in. Working with the finance team to calculate the correct MMC (Monthly Maintenance Contribution) and support Brother to apply for appropriate benefits where applicable.</li><li>• Manage annual MMC review.</li></ul>
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	<ul style="list-style-type: none"> <li>• Maintain the Brother’s Handbook, Accommodation and service Agreement, Infirmary Supplement (via the Director of Health and Wellbeing) and Brothers CV information.</li> <li>• Maintain databases and records for Brothers’ information.</li> <li>• Produce the Brothers’ monthly diary which includes social events.</li> </ul> <p><b><u>Events (internal and external) and PR</u></b></p> <ul style="list-style-type: none"> <li>• Attend various Almshouse Association meetings and similar forums.</li> <li>• Seasonal arrangements e.g., Brothers and staff Christmas lunch.</li> <li>• Arrange social events for the Brothers i.e. Brothers’ Garden Party, Christmas Fair, Brothers’ Founder’s Day Lunch, trips to Little Hallingbury, Charterhouse School, Hampton Court etc.</li> <li>• Attending the update meetings, which is held with the Master, Deputy, Director of Health and Well-Being and infirmary staff.</li> <li>• Developing partnerships with external stakeholders to initiate pilot in-reach schemes supporting local elderly.</li> </ul>
<b>Key Skills:</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Two or more years’ experience in administration.</li> <li>• Experience in budget management and cash handling.</li> <li>• Able to cope in an emergency and to make quick decisions.</li> <li>• Excellent organisational skills with a proven ability to multitask/balance demands.</li> <li>• Excellent interpersonal and communication skills.</li> <li>• Good working knowledge of Microsoft packages particularly Word, Outlook and Excel.</li> <li>• Experience of conducting research and writing reports/business cases.</li> <li>• Qualified in basic level First Aid with maintained currency.</li> <li>• Ability to act as a confidante to vulnerable adults.</li> <li>• Flexible approach to duties and working hours and a willingness to work anti-social hours as required.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Experience as registered nurse.</li> <li>• Line Management experience.</li> <li>• Experience working with vulnerable people and/or in the charity sector.</li> <li>• Experience in event management/ public relations.</li> <li>• Experience in project management.</li> <li>• Strong negotiation skills.</li> </ul>
<b>Behaviours:</b>	<ul style="list-style-type: none"> <li>• Adaptable and agile.</li> <li>• Honesty and integrity.</li> <li>• Calm and methodical.</li> <li>• Caring and approachable.</li> <li>• Collaborative working style.</li> </ul>



<b>Requirements:</b>	<p>The Charterhouse is a 7 day a week operation and it regularly hosts events outside of its core hours; flexibility to work occasional weekends and out-of-hours is therefore a requirement of the role.</p> <p>This position requires a Basic Criminal Records check which will reveal any unspent convictions. A criminal record may not necessarily be a bar to employment, as any decision will be treated on its merits and individual circumstances subject to the Charterhouse’s overriding obligations to protect the children and vulnerable adults in its charge, members of the public, the safety of the Charterhouse’s staff and collections.</p>
<b>NB. This job description reflects the requirements of the Charterhouse as of May 2022. The role and duties of the post are subject to change in line with the future development of the Charterhouse. The Charterhouse reserves the right to make such changes as are necessary and any changes required will be discussed with the post-holder as appropriate.</b>	