

Lingfield United Trust

Person Specification for the role of Clerk

Our ideal candidate will

- be a person of proven integrity
- have an interest in the work of Lingfield United Trust
- have empathy with older people
- deal confidentially with residents of the almshouses and applicants for grants
- be able to work flexibly as the workload fluctuates throughout the year
- respond to the concerns of residents and make regular checks on their welfare
- work closely with the Joint Chairpersons to ensure that the cottages are well-maintained and that safety checks are made
- apply the “Standards of Almshouse Management” (SAMs) developed by the Almshouse Association and access their training.
- have demonstrable IT skills
- have experience in financial management
- work with Trustees to ensure the Trust complies with the requirements of the Charity Commission

September 2024