

The Hospital of the Holy and Undivided Trinity

Charity Registered No: 231984

General Information

The Hospital of the Holy and Undivided Trinity, known as Trinity Hospital, is a registered Almhouse Charity founded under the terms of the will of Dr John Darrel, dated 11th November 1664. The objects of the Charity, which was established in 1671, are to provide shelter and oversight for single or widowed impoverished men, aged from 50 years upwards and collectively known as Brothers. John Darrel's own Manor House, situated on Hospital Road, Retford, was originally used as the living accommodation for the Almsmen. However, by the early 1830s the house was in a poor state of repair. It was demolished and replaced by the present Grade II Listed cottages, Chapel and Audit Room. In 2015 A contemporary Garden Room was added, along with a new Guest Suite and communal laundry facility. The Almshouses are set in their own landscaped grounds within five minutes' walk of Retford town centre. Retford is a small market town. It has the benefit of a main-line railway station and is a distance of approximately 3 miles from the A1. The M1 Motorway and other major road routes are about 10 miles away. The town is well served by public transport.

Trinity Hospital comprises 15 small cottages, Chapel, an upstairs 'Audit' Room, which is currently used mainly for formal social events, and a communal laundry room. The new Darrel Room extension is the main social space for the Brethren. Each centrally heated cottage has a living room, kitchen, bathroom and one bedroom. The Scheme Manager's accommodation consists of a double bedroom, private sitting room and bathroom, with a large kitchen and office/parlour, which may be used in support of Hospital social events and meetings. The incumbent's accommodation, known as 'Matron's Cottage', is situated within the Almhouses' complex and would suit either a single person or a couple.

The Management of the Charity is undertaken by the Master Governor, who is the Subdean of Lincoln Cathedral and sole Trustee, the 'Bailiff and Estates Manager', Chaplain and Scheme Manager. The Master Governor has total oversight of the Charity, but the day-to-day administration and maintenance of the almshouses, estate and finances is the responsibility of the Bailiff and Estates Manager. The Welfare Team consists of the Chaplain, who looks after the spiritual welfare of the brethren and the Scheme Manager, who oversees their physical wellbeing.

The Bailiff's office is situated in the Estates Office at Newcastle House, 37 Bridgegate, Retford, which is open weekdays daily from 9am to 12.30pm, and is located just 5 minutes' walk from Trinity Hospital. He is responsible for the finances of the Charity and running the estate, including the repair and maintenance of properties and the supervision of tenancies. He is assisted by an Administrative Team comprising the Office Administrator and the Accounts Administrator.

Enclosed within this folder are the Person Profile and Job Description for this post, a summary of its terms and conditions, along with details of the benefits available to the successful applicant. The enclosures set out the full range of responsibilities of this unique post and the type of person who might be best suited to become part of the team at Trinity Hospital, which is an equal opportunities employer. The Master Governor welcomes applications from individuals who feel they have the appropriate qualifications, experience, personal qualities, aptitude and skills for the role, and who would be an asset to this traditional, but forward thinking, Christian community.

Closing Date for Applications: **Wednesday 28th August 2019**

Interview Date for Selected Applicants: **Wednesday 11th September 2019**

Post effective from: **Monday 14th October 2019**