

CANDIDATE BRIEF:

RECRUITMENT OF TREASURER FOR JEWISH BLIND & DISABLED



www.jbd.org



Welcome Letter from Marc Gordon

Chair, Jewish Blind & Disabled

Dear Candidate,

Thank you for your interest in Jewish Blind & Disabled.

We are an independent charity with solid foundations and an excellent unique offering to Jewish people living with physical disabilities and/or impaired vision. Our founder, Cecil Rosen, was a visionary of his time. He established the charity in 1969 when attitudes towards disability were not what they are today. His vision was to enable independence through specialist housing and support and that remains at the core of our work today.

We are proud to be in a strong financial position, but with increasing demand for our services, we recognise the need to increase our investment in the development of new housing and services. It is vital that we ensure this growth is achieved in a sustainable way, maintaining our commitment to providing affordable housing and life-changing support to those who need it most.

Our new Treasurer will play a vital role in ensuring that we develop a robust financial model to support our ambitious plans for growth and development.

After nearly six years of dedicated service, our current Treasurer is ready to hand the baton over to someone new. This is an exciting opportunity to join our committed and supportive Board of Trustees and play a key role in shaping the financial strategy of our charity.

Once again, thank you for your interest in this role. We look forward to hearing from you and exploring how you can contribute to the future of Jewish Blind & Disabled.

Yours sincerely,

Marc Gordon

Chair, Jewish Blind & Disabled



Our Vision, Mission and Values

Jewish Blind & Disabled exists for Jewish people with physical disabilities and/or vision impairments aged 18 upwards to have access to housing and support so that they lead the best life they can; enabling independence, dignity and choice. This is achieved through our specially adapted mobility apartments located in our unique supportive developments or within their own home in the wider community. We are committed to ongoing development to ensure we can meet the needs and increased demand from across the community.

We are a values led organisation. We are guided by our strong Jewish values. Our behaviours demonstrate how we live our values. We will use these behaviours to:

- 1** Ensure we recruit people who share our values and can demonstrate the behaviours we seek to encourage in our staff team
- 2** Measure performance and identify support and development needs of our staff
- 3** Outline our expectations for our staff, volunteers, contractors and others who interact with us. Central to this is our value of respect

OUR VALUES

Truth and Integrity (EMET)

Do what you are supposed to do. Be accountable.
Be professional

Respect (KAVOD)

Treat others with respect and dignity

Fairness (TZEDEK)

Be fair. Be open-minded and listen

Kindness (CHESED)

Show you care. Be compassionate and empathetic



About us

We are the only Jewish charity dedicated to ensuring that neither physical disability nor impaired vision is allowed to become a barrier to maintaining one's independence and dignity. We provide developments of mobility apartments specially designed to enable people to do the everyday tasks that are key to living independently, in safety with their own front door. We have over 360 people living across our 7 developments with ages ranging from those in their 30's to over 100 years old.

The majority of our tenants are not born with a disability, instead, at some point in their lives they face a diagnosis that will have a significant impact on their life from that time forward. We know that with the right facilities and support a disability does not have to mean a loss of vital independence and self-worth.

Each of our buildings has its own supportive Jewish community with our house managers being central to the building. Along with providing a 24/7 on call service 365 days a year, house managers keep a caring eye on our tenants, calling them, unless requested not to do so, every morning and evening to check that everything is ok.

We work in partnership with a wide range of local and communal organisations, social care and health providers to support our tenants to be active and supported members of their local community.

Community engagement is at the heart of all we do.

Over the past few years we have become acutely aware of the struggles that some people on our waiting list were facing in managing in their own home. Our Independent Living Advisory Service was established in 2018 to take our expertise to people living in the community. The service offers people living with physical disabilities or visual impairments, visits from occupational therapist, advice, support, aids and adaptations that enables someone to maintain their much-prized independence without moving into one of our developments.



Presidents, Trustees and Professional Team

Malcolm Ozin MBE – Joint President

In recognition of his tireless voluntary work, not just for Jewish Blind & Disabled but also for his synagogue and as senior trustee of the Cecil Rosen Foundation, Malcolm was awarded a richly deserved MBE in the 2012 new year's honours list.

A businessman with long experience in the property industry, Malcolm was one of the founders of what was then the Jewish Blind & Physically Handicapped Society in 1969. Along with the late Cecil Rosen, Malcolm presided over the phenomenal growth of the charity from the opening of its first building, Cavendish House, in Dulwich in 1971 through to the opening of its seventh building, Cecil Rosen Court.

John Joseph MBE – Joint President

John started his own company, GET, at age 16 with a loan. By 1995, when GET Group floated on the London Stock Exchange with a full listing, it had built a strong brand and was renowned for its innovation and product design. John remained Chairman until the company was acquired in November 2006 at which time the Group employed over 300 people with a turnover of almost £100m.

In October 2021, after 27 years as Chair of Jewish Blind & Disabled John Joseph MBE announced he would step down as Chair of Jewish Blind & Disabled and he has become a Joint President alongside Malcolm Ozin MBE.

Marc Gordon – Chair

Long standing supporter of Jewish Blind & Disabled, Co-founder and Partner of Nimrod Capital, former Treasurer & Chair of Myeloma UK and former Trustee of World Jewish Relief, Marc Gordon, was appointed as Chair in October 2021.

Anthony (Tony) Levy FCA – Treasurer

Tony was appointed as a Trustee and Treasurer at Jewish Blind & Disabled in 2020. He also chairs the Finance Committee. He is a founding member of Richard Anthony Chartered Accountants. Tony has a wealth of experience in all financial matters having been in practice for over 40 years. Prior to joining JBD, Tony has been a magistrate for over 25 years in London courts. He has many outside interests including most sports, travelling and politics.

Antony Kintish – Trustee

Antony was appointed as a Trustee of Jewish Blind & Disabled in 2018. He is the Chair of the Health & Safety Committee and takes a lead on our new build projects. Antony is a director of Devlux, which is a private property company focusing primarily on the purchase and development of residential led mixed-use sites in London and the South East. He is also a governor at Etz Chaim School.

Fran Gertler – Trustee

Fran was appointed as a Trustee in late 2022. Fran has enjoyed nearly 30 years of working in the NHS as both a clinician and at a senior management level. She brings with her experience in transformational change and integration across health and care that always has a person-centred approach. Fran currently works as a director within a large teaching hospital.

Jacob Colton – Trustee

Jacob first got involved with Jewish Blind & Disabled in 2016 as a volunteer and Young Patron. He became a trustee in 2022 and now chairs the Fundraising and Marketing Committee.

Jacob is an experienced business and technology consultant, advising organisations on strategy and operations. He currently runs his own consultancy and previously built and led a managed internet infrastructure business, catalyst2.

Jacob is passionate about supporting JBD because of the vital role it plays in enabling people to live independently with dignity and inclusion.

Laura Phillips – Trustee

Laura first got involved with Jewish Blind & Disabled in 2021 to assist on the digital transformation work within the charity and was appointed as a trustee in 2022. She believes the work within the housing and support services in the community, and the plans to develop and grow, will benefit from adopting and innovating with new technologies and processes. Laura brings a wealth of experience in technology and digital developments, leading cross-functional teams delivering change across retail, eCommerce, leisure, and the charity sector. Laura currently works in a Software Development Consultancy.

Micheal Winehouse – Trustee

Michael has been a fundraiser for more than 13 years at a range of organisations including Barnardo's, London's Air Ambulance and Scope before joining the youth homelessness charity, CentrepoinT, in 2024.

He chose to join the board of JBD because of the close familial ties he has with the charity. Michael's mum is a long standing tenant, his grandmother was also a tenant and a few members of his wife's family are tenants.

Michael said: "The care and safety that JBD provide our family is so important and gives us all the peace of mind to know that our loved ones are so well looked after. I want to be able to ensure that's available to so many disabled and visually impaired people in our community."

Joshua Prince – Trustee

Joshua has extensive expertise in residential planning, development, and asset management. With a proven track record of managing complex projects and transactions, he brings strategic vision and hands-on experience to support JBD's development strategy. His significant experience in the supported living sector, gained through working with similar charities and housing providers, enables him to provide valuable insights into creating sustainable and inclusive housing solutions that align with JBD's mission.

Joshua leads his own companies, Eastwood and Temphis, where he manages a variety of residential and commercial property initiatives. His entrepreneurial approach and commitment to innovation ensure his contributions make a meaningful impact both within the charity and in the wider property sector.

Jack Goulde – Trustee

Jack has recently become involved with Jewish Blind & Disabled and has had more than 30 year's experience in the sector including a period as a trustee of SCOPE and Chair of SCOPE's Property Board. Jack was also Chair of Governors of a SCOPE School in the Midlands for 20 years.

He was appointed as a JBD trustee in late 2024. Jack's older son had significant additional support needs and Jack co – founded a Care Home for young adults with similar needs in Hertfordshire in 2016.

Jack has spent more than 40 years working in housing, both general needs and supported living, and currently heads the housing development team for a large London Authority. He has many years of experience in the funding and regulatory areas of affordable housing and will use this expertise and experience to JBD's benefit.

Lisa Wimborne – Chief Executive

Lisa joined Jewish Blind & Disabled as Chief Executive in July 2019 from Jewish Care. Prior to joining Jewish Care, Lisa worked as a senior manager for several large Housing Associations and has supported charities, government bodies, and social enterprises with high profile strategic communications and business development. She was a founding Governor at JCoSS and Chaired the marketing and communications sub-committee.

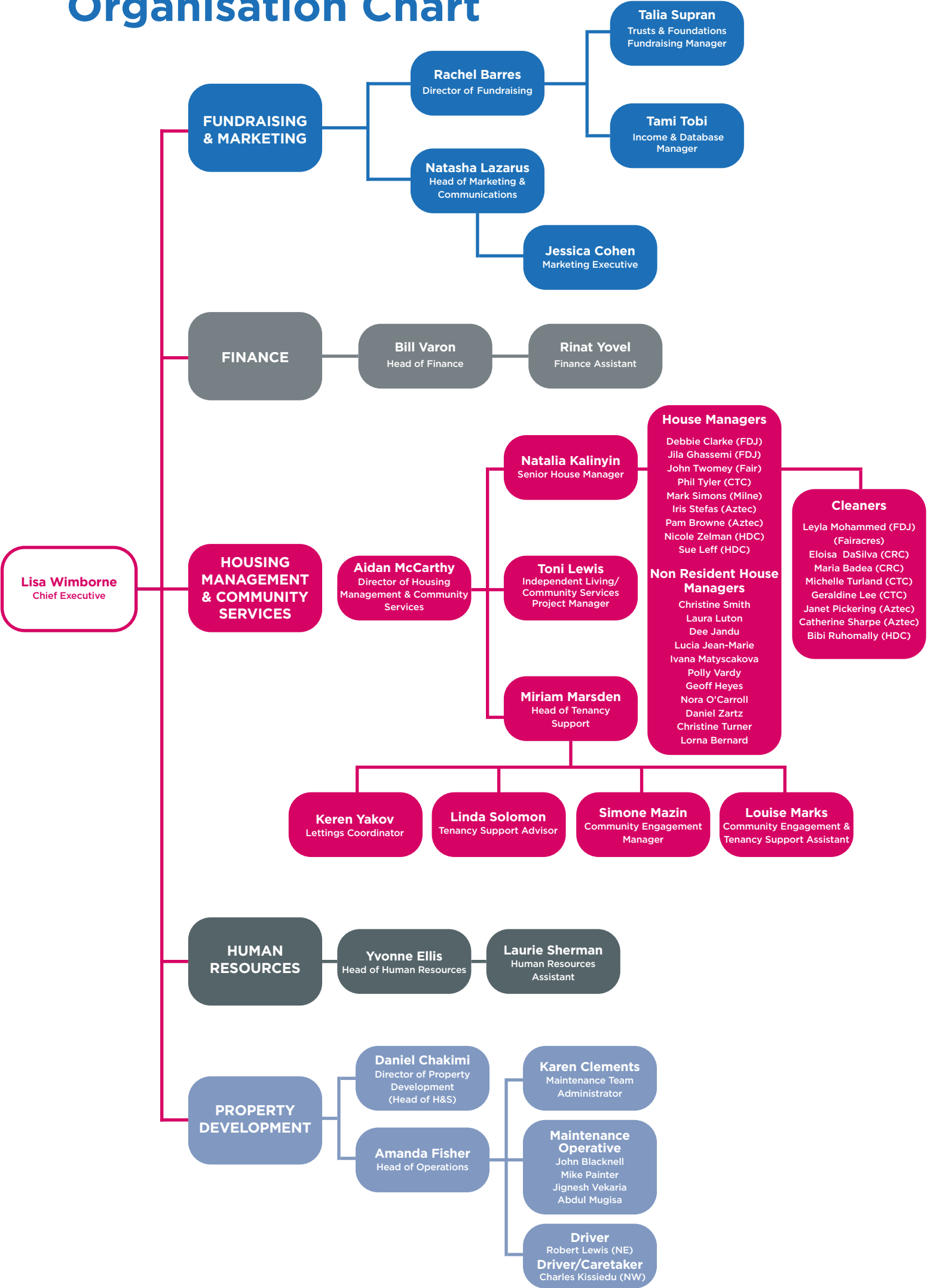
Professional Team

We pride ourselves on running a tight ship with a small team of dedicated professionals based within our head office and remotely within our buildings. The team is supported by lay leaders who provide invaluable help and advice based on an involvement with the charity that goes back to its inception over 50 years ago.

The CEO has 7 direct reports with responsibility for 60 staff fulfilling the following functions:

- | | |
|--|-------------------------------|
| • Tenancy Support Team | • Community Engagement |
| • Independent Living Advisory Service | • Property Management |
| • Housing Management | • Finance |
| • Fundraising & Marketing | • Human Resources |

Organisation Chart



JEWISH BLIND & DISABLED IN NUMBERS

Our finances

In 2024 our turnover was over £6m. Our income comes from rent and fundraising.

Thanks to the generosity of the community Jewish Blind & Disabled own the majority of their developments. This enables us to keep rents affordable and provide so much more than accessible housing.

Please refer to [charitycommission.gov.uk](https://www.charitycommission.gov.uk) for accounts and further information – charity number 259480, Jewish Blind & Disabled is the working name for Jewish Blind & Physically Handicapped Society. The Society is a company limited by guarantee without share capital.

Our beneficiaries

We have 320 apartments across 7 developments housing 360 people. Our eighth development due to open in 2025 will provide a further 30 apartments.

- The average age of our tenants across all of our developments is 76 years old
- 18 tenants under the age of 50 live at JBD
- The youngest tenant is 27 and our oldest is 100 years old (although we do have a Primary school age child living in one of our developments)

Disabilities & impaired vision

- Over 15% of our tenants have impaired vision as their primary disability
- 85% of our tenants have physical disability as their primary disability. Primary disabilities of JBD tenants includes Arthritis, Parkinson's, general age-related physical disability, back problems and Multiple Sclerosis.

Rent and Housing Benefit

- The majority of our tenants are in receipt of housing benefit. Housing benefit will only cover 50% of the cost of our 24/7 house managers support service. The remaining cost is met by the charity. Self funded tenants (people who are not in receipt of housing benefit) pay an affordable market rent level and the full cost of the 24/7 house management service provided
- We ensure that everyone who meets our criteria is able to live with us regardless of their financial situation. This is possible thanks to ongoing support we receive from across the community
- The monthly cost of a one-bedroom mobility apartment for a self-funded tenant inclusive of service charges to cover the 24/7 support provided is between £1,400-£1,800 (variation depends on locality and size of apartment). For a tenant who is in receipt of housing benefit we only receive between £1,000-£1,400 a month. The majority of our tenants live alone, the rest live with a partner or relative.



JBD Treasurer Role Description

PURPOSE OF OUR TRUSTEES

The JBD Treasurer works alongside the professional team, in particular, the Chief Executive & Head of Finance, to guide & scrutinise the charity's financial planning and day to day affairs ensuring its financial viability and ensuring that proper financial records and procedures are maintained.

The JBD Treasurer, chairs the Finance Committee, responsible for overseeing, approving, and presenting budgets, accounts, and financial statements to ensure that charity has sufficient financial resources to meet its needs.

The Treasurer provides support and guidance to both the Chief Executive and the Head of Finance as and when necessary. The JBD Treasurer is also an appointed JBD Trustee.

THE ROLE

- To Chair the Finance sub-committee preparing and attending meetings that take place preferably in person or online at least 4 times a year
- To prepare for and attend Trustee meetings that take place at least 4 times a year. Meeting times and dates are arranged in advance to suit everyone
- To actively participate in strategic decision making, jointly with the Chair and rest of the board of trustees, whilst working in partnership with the Chief Executive and leadership team to achieve the aims of the charity
- To work alongside the Head of Finance in appointing external auditors and attending necessary meetings (for example annual Audit opening and closing meetings)
- To ensure you are making decisions with the organisation's best and long-term interests at the centre
- To take collective responsibility for final decisions made by the Board
- To be an ambassador for the organisation, accurately representing the organisation's mission, values and key objectives
- To stay informed about the work of the organisation, visiting developments and actively participating in, recruiting for, hosting and supporting fundraising events when possible
- To undertake the organisation's Trustee induction programme and be committed to ongoing training

PERSON SPECIFICATION

You must have:

- A commitment to organisation and its values
- An ability and willingness to devote the necessary time and effort
- An understanding of the legal responsibilities and liabilities of being a charity Trustee
- Relevant accountancy experience and qualifications, a professional with knowledge of current finance, accounting & audit practices or a senior role with significant financial management responsibilities, who is actively working, developing and maintaining their professional knowledge and skills
- Strong communication and interpersonal skills, with the ability to explain financial information to non-financial stakeholders
- Experience in risk management and the ability to identify and mitigate financial risks
- A collaborative approach, with the ability to work effectively with the Board of Trustees and the executive team
- Experience in governance and compliance, ensuring that the charity meets its legal and regulatory obligations
- An understanding of the legal responsibilities and liabilities of being a charity Trustee
- A good knowledge of the Jewish community and empathy for the ideals which underline this organisation are essential
- A commitment to be an ambassador for the charity

PURPOSE OF ALL TRUSTEES

The Trustees, (also known as members of the Council), work alongside the professional team, led by its Chief Executive, to guide, scrutinise and support them with the strategic direction of the organisation. The Trustees meet regularly to oversee the work of the professional team. Alongside regular Trustee meetings there are a number of key sub-committees where Trustees work alongside the professional team. Sub Committees include: Finance, Health & Safety, Nominations and Governance, Allocations, Fundraising and Marketing.

The Trustees use their varied skills and experience to ensure the organisation achieves its aims and objectives and is to:

- Operate in accordance with its objectives and articles of association, regularly reviewing the mission, strategic aims, guiding principles and overall plans for the organisation
- Act in accordance with the law, the Regulator, The Charity Commission and best practice
- Manage its resources effectively, ethically responsibly and professionally to ensure transparency and demonstrate integrity
- Hold to account the Chief Executive
- Assess and effectively managing risk across the organisation
- Ensure that the Board of Trustees is structured and organised to achieve effectiveness and efficiency as a governing body
- Assure that the decisions taken by the Board are implemented

JBD Trustees serve a renewable fixed term of up to three years. Trustees will no longer serve for more than nine years consecutively unless where the Trustees agree the circumstances are such that it would be in the best interest of the charity for the trustee in question to serve for a longer period of time

Company and charity law disqualify anyone who:

- has an unspent conviction
- has an IVA, debt relief order and/or a bankruptcy order
- has been removed as a trustee in England, Scotland or Wales
- is disqualified from being a company director
- is under the age of 18

The role of Treasurer or JBD Trustee is not accompanied by any financial remuneration, although out of pocket expenses may be claimed

We are committed to improving the diversity of our Trustee Board and particularly welcome applicants from unrepresented areas, ie women & people living with a disability or have close experience of living with disabilities as well as candidates from a wide variety of ages, backgrounds and socio-economic groups.

HOW TO APPLY

If you are interested in this role please send your CV and supporting letter of up to two pages to Laura Phillips, Chair of Governance and Nominations Committee, **laura@laurianconsultants.com**. For an informal conversation please email lisa@jbd.org to arrange a suitable time to talk to either the Chair, current Treasurer and or the Chief Executive.

We would be grateful if all applicants will complete and return a Equality & Diversity monitoring Form which can be found here: **www.jbd.org/vacancies**

This will be a rolling application process until a suitable candidate is found

Appendix: Terms of reference for the JBD Finance Committee

1. Purpose:

- 1.1 The board has delegated authority to the Committee as outlined in point 2 below.
- 1.2 The document sets out the Terms of Reference by which the Committee must operate.

2. Composition:

- 2.1 All members of the Committee should be appointed by the Board
- 2.2 The Committee should consist of no less than three Trustees and or co-opted members
- 2.3 The Committee should be Chaired by the Treasurer
- 2.4 In the absence of the Chair at a meeting the Committee members may select a member to act as Chair of the meeting
- 2.5 Trustees should form the majority of the members of the Committee
- 2.6 The Trustee board reserves the right to remove and replace any of all of the members of the Committee from time to time

3. Meetings:

- 3.1 Meetings should be held at least every quarter and / or otherwise as its business requires
- 3.2 Notice: Subject to para 3.3 below at least 14 days' notice for the date, location and time of the meeting shall be given to all members of the Committee by the CEO or appointed Secretary of the Committee
- 3.3 Short notice urgent meetings: Where necessary meetings of the Committee may be called with less notice of the Committee and held if necessary online to enable all Committee members to attend

4. Quorum:

For a meeting of the Committee to be quorate at least two members of the Committee who are Trustees must be present

5. Reporting:

The Treasurer and Chair of the Committee is responsible for reporting outcomes of Committee meetings to the Board of Trustees

6. Roles and responsibilities of the Finance Committee:

- 6.1 Arranging for the preparation of the annual budget and longer-term financial forecasts in line with the agreed business plan / strategy for the Charity
- 6.2 Regularly review performance against the budget and plan including reviewing cash forecasts, oversee financing negotiations (if needed), loan drawdowns and repayment and monitor compliance with loan funding conditions.
- 6.3 Oversee all financial aspects of the operations of the Charity
- 6.4 Approving expenditure outside of the agreed annual budget – within agreed limit
- 6.5 Recommending actions to mitigate risks to satisfactory financial performance

7. Investment / borrowing:

7.1 Agree with the Board and review the statement of investment principles and investment policy

7.2 Agree with the Board the attitude to financial risk and any borrowing strategy

7.3 Consider changes to the investment strategy and make appropriate recommendations to the Board

8. General:

8.1 Any other matters which the Board may from time-to-time delegate to the Committee for consideration, management and / or resolution

8.2 In the event of any doubt as to the scope of the Committee's remit, the Chair shall consult the Board

8.3 The Committee should work within the Plan and Budget approved by the Board

9. Reporting: Minutes of the meeting will be shared with all members via the Finance Committee SharePoint. A summary of the committee meeting and relevant updates are all saved onto the SharePoint for all members to access.

