**Trustee Recruitment Pack**

**Welcome**

Thank you for your interest in the role of trustee at Eden Valley Hospice and Jigsaw, Cumbria’s Children’s Hospice.

I joined the hospice as a Trustee in 2017 and became Chair in 2021. It has been a privilege, and a real pleasure, to work with our board and senior managers during this time and to be part of the brilliant teams who work so hard to enable us to provide excellent specialist care for our communities.

Our current board is dynamic, highly engaged and keen to make an impact. Our Trustees come from many different backgrounds and have a broad range of experience; everyone brings a different perspective, and discussions are strategic and focused.

We are looking to augment our board by appointing new Trustees and are particularly keen to hear from those with clinical, business and financial experience.

Thank you for considering Eden Valley Hospice and Jigsaw. This following information will tell you more about the role of a trustee and about the services we provide.

If you would be interested in speaking to me or Julie Clayton, our Chief Executive, please contact the People Services Team on 01228 817619 or [peopleservices@edenvalleyhospice.org](mailto:peopleservices@edenvalleyhospice.org) to organise an informal discussion.

We wish you the very best of luck if you do choose to apply.

Christine Weaving

**Chair of the Trustees**

**About us**

Eden Valley Hospice is a charity dedicated to providing specialist palliative care for adults in north Cumbria who have life limiting conditions. In addition, we also provide care for their families, friends and carers.

Jigsaw, Cumbria’s Children’s Hospice provides day to day care, support and activities to children and young people from across the county living with a life shortening illness. Our care is provided in a home from home setting and each young person’s care is personalised towards their own needs.

For further information about our hospice, please [**click here**](https://www.edenvalleyhospice.org/about/)

**Our Values**

**Caring-** we always remember we are here for the benefit of the patients, their families and each other

**Dignity-** we are always aware of and consider the personal circumstances of others

**Respect-** we treat everyone as an individual

**Professional-** we are accountable, honest, inclusive and never stop improving

**Our Vision**

To provide care and support to people affected by life limiting illness and those who require specialist palliative care.

**Our Strategic Aims (2019-2024)**

*(Currently being reviewed and refreshed).*

To provide high quality education and training and deliver research-based practice.

To develop an appropriate environment to facilitate the highest quality care for all our patients.

To improve access to and quality of our inpatient and day hospice provision

To ensure our financial stability and security.

To transform our hospice provision to enhance the capacity of other provision.

**Our current Trustees**

Please [click here](https://www.edenvalleyhospice.org/about/trustees/) to find out more about our current Board of Trustees.

**Trustee role profile/person specification**

**Post: Trustee**

**Reports to: Hospice Board**

**Overall aims:**

* Take overall responsibility, as a member of the Board, for the governance of Eden Valley Hospice and Jigsaw, Cumbria’s Children’s Hospice (‘the hospice’)
* Act as a Director of a Limited Company as per the Companies Act 2006
* Guide and support the strategic development of the hospice
* Oversee and ensure the effective management of all hospice assets and resources, and the provision of high standards of care
* Act as an ambassador in the community for the hospice and the services it provides

**Key areas:**

* Ensure that the organisation pursues its stated charitable objects as defined in the Articles of Association, by establishing a clear vision, set of values and strategy, and ensuring that there is a common understanding of these by trustees, staff and associated personnel.
* Ensure that the views of stakeholders (individual members, member organisations, healthcare professionals, staff and associated personnel) are regularly sought and considered.
* Ensure there is regular review of the external environment for changes that might affect the organisation (political, financial, demographic, competitive, partnerships, alliances).
* Ensure that the organisation complies with the Articles of Association, charity law, company law and any other relevant legislation or regulations.
* Ensure that the organisation applies its resources exclusively in pursuance of its charitable objects.
* Ensure that the organisation defines its goals and evaluates performance against agreed targets.
* Uphold the good name and values of the organisation.
* Ensure the effective and efficient administration of the organisation, including having appropriate policies and procedures in place.
* Ensure the financial stability of the organisation.
* Protect and manage the property of the organisation and ensure the proper investment of its funds.
* Ensure that the organisation acts in accordance with employment law and exercises a duty of care to its employees.
* Ensure that the major risks to the organisation are regularly identified and reviewed and that systems are in place to mitigate or minimise these risks.
* Ensure that the organisation has a governance structure that is appropriate to its charitable objects and reflects the diversity of its stakeholders.
* Ensure that the board regularly reviews its own training needs and creates an expectation of continuous professional development throughout the organisation.
* Oversee the palliative care services which the hospice provides and understand the needs of people who use these services.
* Work collectively with other trustees as an effective Board, whose joint decisions bind individual trustees.
* Support the Board in decision making using specific skills, knowledge, or experience.
* Maintain confidentiality concerning Board discussions and ensure no personal interests influence conduct.

The list of duties above is not exhaustive. Trustees are expected to carry out all such additional duties appertaining to the role, as required.

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Personal qualities** | **Essential** | **Desirable** |
| Commitment to Eden Valley Hospice and Jigsaw, Cumbria’s Children’s Hospice. |  |  |
| Willingness to devote the necessary time and effort to contribute fully to Board activities |  |  |
| Willing and able to become a Company Director under the Companies Act 2006 |  |  |
| Understanding of confidentiality, sensitive issues and boundaries |  |  |
| A commitment to equality of opportunity and the promotion of diversity |  |  |
| **Knowledge, qualifications and experience** |  |  |
| Knowledge of and expertise in a specific field, e.g. clinical, legal, education, finance, marketing, retail, project management. |  |  |
| Understanding of healthcare services. |  |  |
| Experience of work or voluntary activity in an organisation serving a local community |  |  |
| Understanding of the principles of good governance |  |  |
| Understanding of the regulatory frameworks governing charities and voluntary sector organisations |  |  |
| Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship |  |  |
| **Skills and abilities** |  |  |
| Ability to work as a member of a team |  |  |
| Ability to think strategically |  |  |
| Ability to think creatively |  |  |
| Ability to demonstrate fair, independent judgement |  |  |
| Ability to communicate and work collaboratively with a wide range of people and organisations |  |  |
| Ability to scrutinise, evaluate and where appropriate challenge managerial decisions and thinking in a constructive manner |  |  |
| Ability to evaluate and interpret management information and other data/evidence |  |  |
| A commitment to Nolan’s seven principles of public life |  |  |

**Additional Information**

**Time Commitment**

As a Trustee, you will be expected to attend quarterly board meetings, which usually take place in person at the hospice. In advance of each board meeting (usually a few weeks before), trustees are also required to attend their relevant sub committee meetings. Prior to meetings, there is an expectation that trustees will fully prepare by reading relevant Board papers.

There are currently sub-committees for Finance, Asset and Risk; Clinical Services; Marketing and Income Generation; and People Services.

Attendance at ad-hoc meetings may also be required throughout the year.

We also encourage our Trustees to act as ambassadors for the hospice by attending community events.

We anticipate that you will be expected to commit 2-3 hours per week on average.

**Operational role of a trustee**

As a Trustee you will not be expected to perform any operational roles. These are distributed, through a clear series of delegated responsibilities, to our operational team. From time to time, the trustees form part of the organisation’s contingencies such as bank signatories. If this is the case within your role you will be notified and know how to act accordingly if called to by the operational team.

**Trustee Term**

The usual term of office for a trustee is four years, at the end of which the trustee will retire.

A trustee can be eligible for reappointment by the board of trustees for up to a further term of four years.

No trustee will serve for more than eight consecutive years, unless the board consider it would be in the best interests of the Charity.

**Training**

You will be expected to complete online and face to face training.

**Selection process**

All applicants should complete the application form and demonstrate how their skills and experience meet the needs of the organisation.

Recruitment is informed by understanding skills gaps within the existing Trustees at the time of advertising and we will recruit to fill those areas identified.

Applicants who meet those needs then may be invited to interview which will led by the Chair of the Board.

**How to apply**

If you would like to apply, please [click here](https://www.edenvalleyhospice.org/about/join-our-team/detail/trustee/) and complete an on-line application form.

**More information**

To find out more about what it means to become a hospice trustee, please [click here](chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https:/hukstage-bucket.s3.eu-west-2.amazonaws.com/s3fs-public/2022-05/20%20Minute%20Guide%20to%20Being%20a%20Hospice%20Trustee.pdf) to read the Hospice UK 20 minute guide.

Thank you for your interest!