



Eden Valley
Hospice



Cumbria's Children's Hospice

Trustee Recruitment Pack

Welcome from our Chair of the Trustees

Thank you for your interest in the role of Trustee at Eden Valley Hospice and Jigsaw, Cumbria's Children's Hospice. It's a very special place!

I joined as a Trustee in April 2023 and became Chair earlier this year, and it's been a genuine privilege to be part of an organisation that works so tirelessly to provide such vital and high-quality care for our communities. The dedication of the staff at all levels is hugely impressive, and there's a real drive, not just to provide excellent specialist care, but to constantly improve and look for ways to make things better. Working with our Board and senior managers to achieve that is incredibly rewarding.



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 experience in Human Resources and Finance.

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@edenvallyhospice.org to organise an informal discussion.

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

Mark Elliott
Chair of the Trustees

Are you ready to use your expertise to make a meaningful impact in your community?

We are seeking passionate and committed individuals to join us as **Trustees**.

Eden Valley Hospice and Jigsaw Cumbria's Children's Hospice provide compassionate care for adults, children, and young people with life-shortening conditions, as well as vital support for their families.

As we move through the second year of our five-year strategic plan, this is an exciting period of growth and development for our hospice and we are delighted to invite new Trustees to join our dedicated team.

While we welcome applicants from all backgrounds, we are particularly interested in individuals with recent experience and skills in **Human Resources** and **Finance**. We also strongly encourage applications from people who reflect the diversity of the communities we serve.

As a Trustee, you will:

- Work alongside the Board to ensure our charity continues to deliver and develop high-quality services.
- Help shape the strategic direction of the hospice in partnership with fellow Trustees and the Senior Management Team.
- Uphold our strong values-based ethos, ensuring we remain well-governed and compliant with all legal and financial obligations.

About Eden Valley Hospice and Jigsaw, Cumbria's Children's Hospice

What do we do?

Eden Valley Hospice is a local charity dedicated to providing specialist care for adults with life-limiting illnesses across north Cumbria. We also extend our support to their families, friends, and carers, ensuring holistic care for everyone affected.

While we are well-known in the community for our compassionate end-of-life care, our services go much further. We support many patients in managing their symptoms, helping them to live well before transitioning to another care setting or returning home.

Our Living Well services and specialist Patient and Family Support Team offer a range of additional support, including bereavement counselling and social work services.

Jigsaw is our children's hospice, providing day-to-day care, support, and activities for children and young people living with life-shortening illnesses, as well as those at the end of life. Our care is delivered in a warm, home-from-home environment, with each young person's care tailored to their individual needs.

We are proud to have a dedicated team of around 130 staff, supported by over 200 volunteers, all working together to make a difference in our community.

For further information about our hospice, please [click here](#)

How do we make it possible?

It costs over £5 million each year to run our charity (year ending April 2025). Around 20% of our funding comes from the NHS, but the remaining 80% is made possible thanks to the incredible generosity and fundraising efforts of our community. Whether it's shopping in our stores, purchasing a lottery ticket, leaving a gift in a will, or making a donation, every contribution helps us continue our vital work.

Our Vision, Mission and Values



We will behave with **RESPECT** and in a way which is **CARING, INNOVATIVE** and **INCLUSIVE**.

CARING



RESPECT



OUR VISION

Improving care for people in our communities who are dying or have conditions which will shorten their lives.

INNOVATIVE



INCLUSIVE



OUR MISSION

To deliver the best quality care with our partners for now, and for the future.



Our Strategy

Our Vision and Mission provide the foundation of our strategy; and our values are at the heart of everything our workforce and volunteers do. Our strategy has been developed from feedback and will see us focus in three ways.

We will be...



EFFECTIVE - continue being good at what we do



COLLABORATIVE - Reach, connect and work with more people



SUSTAINABLE - Build resilience for the future

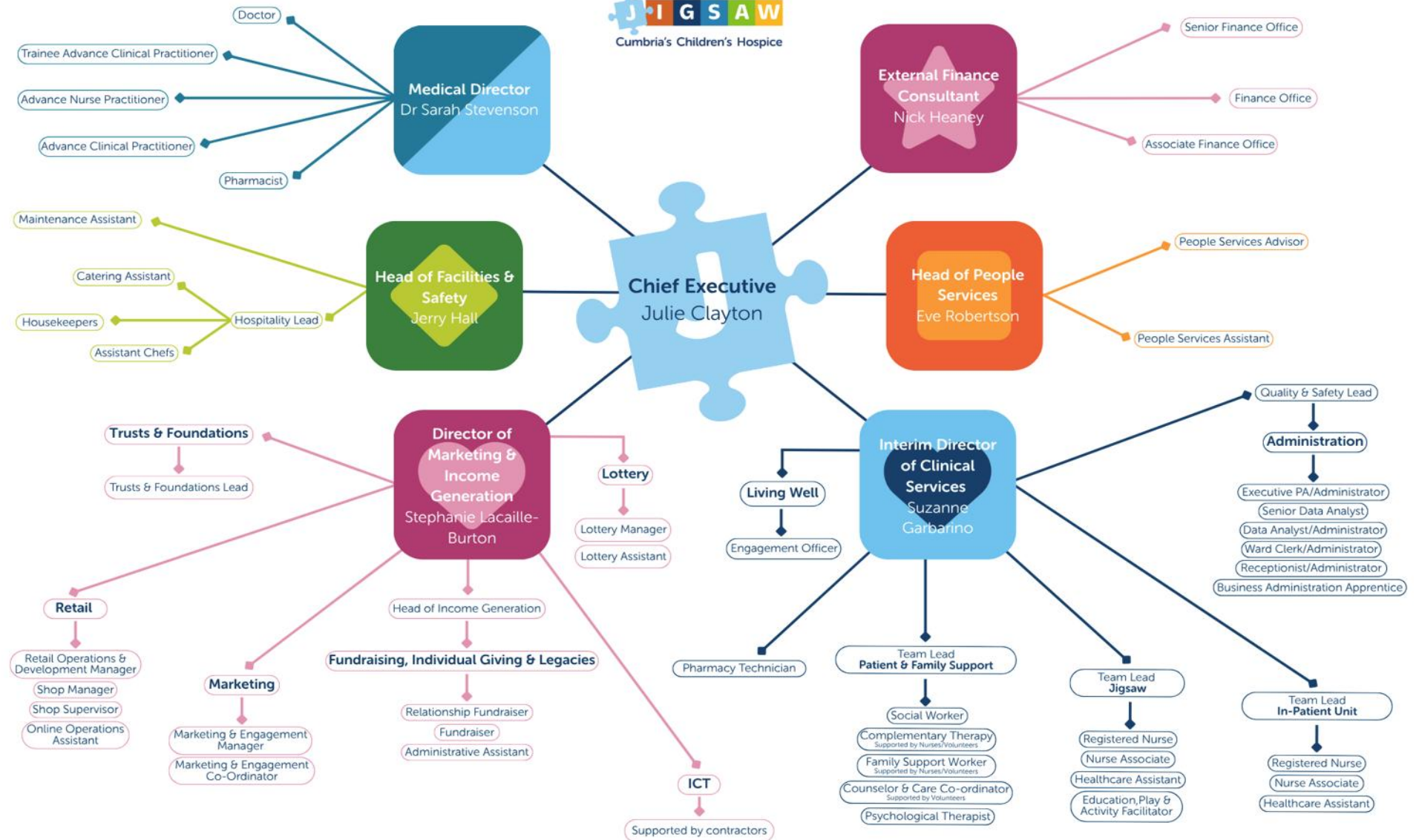


You can read the **2024-2029** strategy here: [Our Strategy](#)

Our current Trustees

Please [click here](#) to find out more about our current Board of Trustees.

Organisational Structure



Role Description

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.
- Promote the regular seeking and consideration of stakeholder views (individual members, member organisations, healthcare professionals, staff and associated personnel)
- Undertake regular reviews of the external environment for changes that might affect the organisation (political, financial, demographic, competitive, partnerships, alliances).
- Safeguard compliance 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.
- Support with ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place.
- Oversee 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.
- Identify and regularly review major risks to the organisations and ensure that systems are in place to mitigate or minimise these risks.
- Ensure that the organisation has a governance structure that is appropriate to a charity of its size/complexity, stage of development, and its charitable objects, and reflects the diversity of its stakeholders.
- Support the board to regularly review its own training needs and create 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	✓	
Desire to play a leading role in the provision of palliative care services to patients and carers in the local community	✓	
A commitment to equality of opportunity and the promotion of diversity	✓	
Knowledge, qualifications and experience		
Knowledge and expertise in a specific field, particularly Human Resources and Finance	✓	
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	✓	
A commitment to attending regular meetings, events and training sessions	✓	

This role description and person specification are subject to periodic review

Additional Information

Time Commitment

As a Trustee, you will be expected to attend quarterly Board meetings, typically held in person at the hospice, but options to attend some meetings virtually are also available. In the weeks leading up to each Board meeting, Trustees are also required to participate in their relevant sub-committee meetings. To ensure effective contribution, Trustees are expected to review all Board papers and materials in advance.

Our current sub-committees include:

- Finance, Asset and Risk
- Clinical Services
- Marketing and Income Generation
- Leadership Recruitment and Remuneration Committee (ad-hoc)

Occasionally, you may be asked to attend ad-hoc meetings throughout the year. We also encourage Trustees to act as ambassadors for the hospice by attending community events. On average, you can expect to commit around 2–3 hours per week to your Trustee responsibilities.

Operational Role of a Trustee

Trustees are not expected to undertake operational duties, as these are delegated to our operational team. However, Trustees may occasionally be called upon for specific contingency roles, such as acting as a bank signatory. If this applies to your role, you will be notified and provided with clear guidance.

Trustee Term

The standard term of office for a Trustee is four years, after which Trustees are required to retire. Trustees may be eligible for reappointment for a further four-year term, but no Trustee will serve more than eight consecutive years unless the Board determines it is in the best interests of the charity.

Training

Trustees are expected to complete both online and face-to-face training to support their role.

Application Process

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

Recruitment timeline:

Advert close date: 10am, Monday 5th January 2026

Interviews: Mid to late January 2026

Selection Process

Recruitment is guided by the current skills gaps within the Board, and we seek to appoint Trustees who can help address these areas. Shortlisted applicants will be invited to interview, led by the Chair of the Board.

How to apply

If you would like to apply, [please click here](#) and complete an on-line application form.

More information

If you would be interested in speaking to our Chair of Trustees or Julie Clayton, our Chief Executive, please contact the People Services Team on 01228 817619 or peopleservices@edenvallyhospice.org to organise an informal discussion.

To find out more about what it means to become a hospice trustee, please [click here](#) to read the Hospice UK 20 minute guide.

Thank you for your interest!