



## Trustee Recruitment

### Information Pack Autumn 2020

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#### Contact for enquiries:

**Hollie Dring**

PA To Chief Executive

E [hollie.dring@stcatherines.co.uk](mailto:hollie.dring@stcatherines.co.uk)

## Welcome from the Chair

I am immensely proud to serve as a trustee and Chair of St Catherine's Hospice.

St Catherine's Hospice isn't a building – it is a team of people working together with a shared set of values.



Whilst the roles of our 220 staff and more than 900 volunteers are extremely varied; helping local people to experience quality of life, to the end of life, is our common goal.

The majority of our workforce is made up of nurses, nursing assistants, consultants and doctors in palliative medicine, as well as social workers, physiotherapists, occupational therapists and complementary therapists. They work alongside fundraisers, the housekeeping team, catering staff, maintenance workers, administration staff and many more to ensure St Catherine's Hospice is there for our community now and in the future.

We also couldn't survive without our team of more than 900 volunteers who give their time tirelessly in all manner of roles – from assisting in our kitchen, manning the tills in our shops, lending a hand at our many fundraising events, and much, much more.

During the last 35 years, the hospice has touched the lives of countless local families through our dedicated professionalism and compassionate approach, and I believe that our reputation for excellence is justly deserved.

To keep meeting the needs of those affected by life-shortening illnesses we must not only continue to overcome the challenges of economic conditions but, more importantly, respond to the growing expectations and needs of those whom we serve in Central Lancashire.

As a registered charity and a medium-size business we are not immune from commercial realities and must take calculated risks if we are to keep meeting local needs. Like any business, effectiveness begins with good governance that provides strategic direction and empowers people to make it all happen, which is why appointments to the Board are so important.

Once you have had the opportunity to find out more about the special work that we do, I hope that you will consider our volunteer vacancies on the Board and how you might contribute to our ongoing and future success.

**John Chesworth, Chair of Trustees**



## A message from the Chief Executive

St Catherine's is a truly inspiring organisation; and I feel privileged to be amongst a committed team which contributes so much to help local people when it matters most.

Our vision is to help everyone in Central Lancashire facing life shortening illness to experience quality of life to the end of life. We can only fulfil that vision if we work in partnership with many organisations, businesses and individuals.

So as well as providing highly specialised services led by Consultants in Palliative Medicine working with teams of clinicians and social workers, we also work hard to empower our communities to help themselves and each other. We want to encourage and enable people to achieve what is important to them in the time that they have, and to be better prepared for the future in a variety of ways.

As a forward thinking organisation, there has always been a great deal of development in clinical services, income generation and in all other areas of the charity and it's exciting to look at how we can further that path of progress and innovation – we must ensure that the hospice continues to be there for local people in a way that is right for them

I echo our Chairman's sentiment that it's the people that make St Catherine's so special – the staff who go the extra mile every day; the volunteers who work tirelessly and give their time for free; and the amazing supporters with boundless amounts energy who do all manner of activities to raise much-needed funds. And of course it's the patients and families who are at the heart of everything we do and why we do it.

Thank you for your interest in St Catherine's and for considering joining our Board of Trustees.

**Lynn Kelly, Chief Executive**

**Advertisement: 3 Trustee Posts:**  
**St. Catherine's Hospice, Preston, Lancashire PR5 5XU**  
**Volunteers, unremunerated – expenses paid**

St Catherine's is a highly-regarded modern hospice providing specialised care, support and information for people affected by life-shortening illnesses such as cancer, motor neurone disease, and heart failure.

We work with patients and families to help them achieve what is important to them. Care is personalised to each individual and their circumstances, and aims to help people live in comfort, and with dignity, independence and choice.

Because we know that time in hospital can be stressful and unnecessary when living with a life-shortening condition, our aim is to provide the support people need to be able to stay at home if that is their wish, or to receive care on our in-patient unit at the hospice.

We work creatively and collaboratively with other organisations, businesses, charities and local people to meet the needs of patients and their loved ones.

As a registered charity, St Catherine's is governed by a Board of Trustees that oversees the work of hospice care by providing strategic direction, monitoring performance and ensuring that the charity has sufficient funds to deliver its services and honour its promises to the people and organisations who give so generously each year.

It costs £5.8m to run St Catherine's every year and we must generate £4m of that sum through fundraising and charitable efforts – from events and challenges, to 'in memory' donations and gifts in wills, our shops, The Mill café, our lottery and more - with the remainder being funded by the NHS.

Like any organisation, one of the keys to our continued success is good governance and we are now seeking to strengthen our Board. We would particularly welcome applications from individuals with commissioning, information systems and financial expertise.

**We welcome expressions of interest from all sections of the diverse communities that make Central Lancashire the vibrant place it is today.**

**Closing date for applications: Midday Monday 23<sup>rd</sup> November**

For an informal discussion with the CEO about the role, please contact [hollie.dring@stcatherines.co.uk](mailto:hollie.dring@stcatherines.co.uk)

Application is by way of CV and a covering letter to [hollie.dring@stcatherines.co.uk](mailto:hollie.dring@stcatherines.co.uk)

## About St. Catherine's

You can find out much more about St Catherine's by visiting our website: [www.stcatherines.co.uk](http://www.stcatherines.co.uk)

## Vision

That everyone in Central Lancashire facing life-shortening illness experiences a good quality of life to the end of life.

## Current board members

- John Chesworth (Chair)
- Michelle Cox
- Lorraine Norris
- Peter Franks
- Tony Harrison
- Tony Bonser
- Fiona Duncan
- Jonathan Holden
- Michael Lough
- Tim Frier
- Dr David Shakespeare

## Executive team

- Lynn Kelly, Chief Executive
- Dr Andrew Fletcher, Medical Director
- Jimmy Brash, Director of Nursing, Governance and AHPs
- Lorraine Charlesworth, Director of Community and Income
- Sue Clemson, Director of Finance and Business
- Sarah Walker, Director of Communications

## Patrons

- Sir Bill Beaumont, Rugby Union
- Mark Lawrenson, Football
- Tisha Merry, Actress
- Sir Duncan Nichol, NHS CEO 1989 - 94
- Dr Lynne Livesey, Deputy Vice-Chancellor of UCLan
- Dr StJohn Crean, Pro Vice-Chancellor (Research and Enterprise) of UCLan

## President

- Cliff Hughes MBE

## What we are looking for in our 3 trustee vacancies

### Introduction

St. Catherine's is committed to maintaining a fair, transparent and consistent approach to recruiting the very best talents and experience to the board of trustees. The board oversees the strategic direction of the charity by balancing and responding to local need, expectation, demographic changes, developments in hospice care and changes in the economic environment.

This is an essential and on-going commitment as members complete their terms of office and, includes ensuring a balanced composition on the Board with a breadth of up-to-date skills and expertise to lead the organisation.

### Experience

At this point in time, we are seeking to secure three appointments:

- **Commissioning** – a trustee with experience of commissioning health services and with an understanding of future strategic priorities for the health and social care system
- **Information Systems** – a trustee with high level experience in digital transformation and strategic leadership of information systems
- **Finance** – a trustee with experience in finance at a senior level with demonstrated business and commercial awareness and knowledge

Experience of holding a trusteeship or non-executive director position might be an advantage but it is not essential.

### Personal Commitment

Becoming a trustee for St. Catherine's is a serious undertaking and it is expected that all trustees will bring a commitment to:

- The purpose and ethos of St. Catherine's Hospice, Lancashire
- Acting with honesty, integrity, fairness and the Code of Conduct
- Preparing for meetings, respecting confidentiality and being open to learning and professional development
- Being willing and able to give sufficient time to effectively fulfil the role of trustee

### Time Commitment

- Attending quarterly board meetings
- Attending trustee planning days – two per year but usually combined with board meetings
- Attending quarterly committee meetings, each trustee sits on a minimum of one committee
- Attending sub-committees as necessary
- Completing mandatory training as directed for example, safeguarding and information governance

## Trustee Roles and Responsibilities

Trustees have independent control over, and legal responsibility for, a charity's management and administration. Trustees are expected to:

- Act in the best interests of the charity at all times
- Act reasonably, lawfully and responsibly in all matters relating to the charity and subsidiary companies
- Ensure the charity is carrying out its purpose for public benefit through services for patients, families, carers and communities of Central Lancashire
- Ensure the charity complies with statutory and legal requirements
- Manage the charity's resources responsibly and oversee the financial health and sustainability of the organisation
- Make decisions in line with good practice and rules set out by the governing document
- Take reasonable steps to manage risks
- Provide strategic leadership and oversee governance and organisational performance
- Enhance the reputation and ethos of the hospice
- Work closely with the Chief Executive, who carries day-to-day operational responsibility for running the organisation, to fulfil the organisation's vision

## Skills and Abilities

In order to be an effective trustee you will need to bring these skills and abilities:

- Think and work strategically
- Work as a team player, respect the roles of other trustees, CEO etc
- Influence through persuasion
- Act as an effective ambassador for the Hospice
- Work effectively on a committee or in a group
- Make effective decisions based on reports, written information and data
- Good communication and leadership skills
- Establish effective working relationships with a diverse range of colleagues and local people in an open, positive and accessible way

## More information

The operation of the Board of Trustees at St Catherine's is regulated by a Governance Manual that is based on the Memorandum & Articles of Association which is the organisation's constitution.

Trustees appointed to the Board will receive a full introduction and induction to the organisation.

If you have not acted as a trustee previously you may be interested in the guidance provided by the Charity Commission on their website, in particular 'The Essential Trustee'.

St Catherine's is an independent registered charity and company limited by guarantee; and is also a member of Hospice UK.

## How to apply

**Closing date:** Midday Monday 23<sup>rd</sup> November

For an informal discussion with the CEO about the role, please contact Hollie Dring [hollie.dring@stcatherines.co.uk](mailto:hollie.dring@stcatherines.co.uk) or 01772 629171

## Application format

Initial application is by way of CV and a covering letter summarising your interest in joining the Trustee Board at St Catherine's and an outline of what you think you will be able to contribute to the charity's governance and performance.

## Selection and appointment process

Appointments are offered following a selection process led by the Governance Committee for short-listed candidates. Due to the coronavirus pandemic we are unable to arrange a visit to the hospice so interviews will be conducted by Microsoft Teams.

Trustees are appointed by the Board and if their appointment is to be confirmed this must be by election by the Association at the next Annual General Meeting.

The appointment term is 3 years after which time it is possible to stand for re-election for up to 2 further terms.

## Pre-appointment checks

Appointments will be offered subject to standard checks including DBS. You will also be asked to complete a Trustee Declaration Form.

## Accessibility

St. Catherine's welcomes expression of interest from all sections of the community.

Please let us know if you have any special requirements which we might need to consider in relation to the selection process.

Any requests will not be taken into account in the selection process.