



Could you be our next Trustee?

St Andrew's Hospice provides specialist palliative care to people living with life-limiting illnesses in Lanarkshire. Central to our ethos and mission is to provide support not only for our patients, but also for their loved ones and carers too. Our goal is to provide physical, psychological, social and spiritual care for our patients in a calm, peaceful and welcoming environment.



St Andrew's Hospice is a registered charity providing specialist care and support to those living with life-limiting conditions and their families via our Inpatient Unit, Outpatient Department, Bereavement Support and Education.

St Andrew's Hospice is governed by a Board made up of members who are both Directors of the organisation and Trustees. Hospice Trustees are volunteers and meetings of the Board take place up to six times a year. The Hospice Board seeks to be a balanced representation of the Lanarkshire community. Due to upcoming retirements, we are seeking new Trustees to join us in our work and deliver our next strategy.

We are especially interested in recruiting Trustees with expertise in the following areas:

- Accountancy
- Digital technology
- Clinical / NHS Management

We would also be keen to hear from you if you have other relevant skills and experience that could also benefit the Hospice.

You will have gained skills and experience through your life and/or work that would make a valuable contribution to the Hospice Board. You will be enthusiastic, able to work effectively in a team, scrutinise reports, ask questions and weigh up issues. Most importantly, you will have a commitment to the ethos and values of St Andrew's Hospice. Ideal applicants will have proven experience at Executive or Board level and have an interest in both the charity sector and the future direction of palliative care. Becoming a member of our Board of Trustees will provide you with an opportunity to share your skill set and make a valuable contribution to our strategic plans and direction.

Being a Trustee can be very rewarding. As a Trustee, you have the chance to support and shape the work and strategic direction of the Hospice and make a significant difference to a cause that matters to you.

Please see attached Role Description.

If you would like more information or an informal discussion about the role, please contact Joy Farquharson, CEO, St Andrew's Hospice:

E-mail: joy.farquharson@standrews.scot.nhs.uk

Tel: 01236 766951

If you feel you have the necessary skills and expertise and would like to apply, please complete the short application form available to download at

www.st-andrews-hospice.com/recruitment

and return it to recruitment.sah@standrews.scot.nhs.uk

You can view our Strategic Plan and Annual Accounts online at:

www.st-andrews-hospice.com/healthcare-professionals/quality-governance

Closing date for applications is Monday 9th October 2023 at 9:00am.

We look forward to hearing from you.

Role Description: Member of The Board of Trustees

Overview of St Andrew's Hospice

St Andrew's Hospice is an independent charity providing speciality palliative care to the population of Lanarkshire for over 35 years. The Hospice was founded by the Religious Sisters of Charity and our core values of Advocacy, Compassion, Human Dignity, Justice and Quality are aligned with theirs.

The operational management of the Hospice is undertaken by the Chief Executive and a small Senior Management Team with the day to day work undertaken by trained and skilled employees (around 180). This includes an income generation department managing a range of fundraising and retail activities. The paid employees are supported by a large team of volunteers (around 650) who work across our Hospice in various roles.

We care and provide support to approximately 120 patients per week via our Inpatient Unit, Outpatient Department and Bereavement Support. Our care is centred on the patient and those who are important to them. We respect their individuality and their rights to privacy and dignity. We do this by providing the highest standard of compassionate and evidence based specialist palliative and end of life care for adults in Lanarkshire who have active, progressive and life limiting conditions. In addition, we provide education/training to other health and social care professionals on palliative and end of life care.

Charity Trustees

Our Trustees are governed and regulated by the Charities Act 2011 and are responsible under our Charity's governing document (Articles of Association) for controlling and overseeing the proper administration and management of our Charity. Trustees must be at least 16 years old and are also directors of our Charity and controlling company and form our Board of Trustees.

St Andrew Hospice Board of Trustees

The Board of Trustees comprises between five and twelve trustees (with two from the Religious Sisters of Charity) and includes a Chair and Deputy Chair. The Board adheres to the principle that its approach to equality supports its effectiveness, leadership and collective decision-making. The Board has a responsibility to ensure that the ethos and core values of the Religious Sisters of Charity are maintained and preserved within our Hospice.

Role of the Board of Trustees

The role of the Board is to ensure the assets received are applied for the charitable purposes, as declared in the Articles of Association, acting prudently, and in the best interests of our Charity. The Board works, collectively, as an effective team, using the appropriate balance of skills, experience, backgrounds and knowledge to make informed decisions, to ensure our Charity is carrying out the purposes for which it is set up, and no other purpose. All of our Board members have a passion for the work of the Hospice and a commitment to our philosophy and core values.

Accountability

As the Board of Trustees is responsible and liable for the proper governance and functioning of the Hospice, each Trustee is accountable to its stakeholders.

Role Summary

Working in a voluntary capacity with the Chief Executive and Senior Management Team, Trustees are responsible for agreeing and setting the strategic aims, objectives and direction of our Charity

and through good governance and monitoring ensure that the development and delivery of the services which the Hospice provides meet the Charitable objects as set out in the Articles of Association.

Responsibilities

- To contribute actively to the Board of Trustees and its governance of the Charity by providing strategic direction, establishing its mission, vision and values and ensuring that it has a clear purpose and an overall framework of policies and standards
- To contribute to the development of strategies to achieve St Andrew's Hospice aims and objectives and ensure that there is a clear system to delegate and ensure implementation of the ratified strategies to the Chief Executive and the staff team. To monitor performance of St Andrew's against standards and ensure that it provides the highest quality of care balanced with the effective, efficient and economic use of St Andrew's Hospice resources
- To ensure that St Andrew's Hospice and its representatives function within all appropriate legal and regulatory frameworks and ensure accountability of its members
- To use any specific knowledge or experience to help sound decision making by providing advice and guidance in areas of particular expertise
- To act in the best interest of St Andrew's Hospice and its beneficiaries at all times, safeguarding the good name and reputation of the Hospice as a centre of excellence for specialist palliative care
- To ensure sound financial management of St Andrew's Hospice resources and appropriate investment of funds in pursuance of the Charity's objects
- To maintain absolute confidentiality about all information received in the course of their duty as a Trustee of St Andrew's Hospice
- To declare any conflicts of interest and recuse yourself from voting on any -matters where there is a conflict of interest or where a conflict of interest may arise
- To support the Chair in appointing and overseeing the performance of the Chief Executive and senior management team
- To attend at least two thirds of meetings as required by the Chair of the Board of Trustees

Commitment

- Recognise the ambassadorial role of a trustee and positively promote the Hospice whenever possible
- Display commitment in keeping up to date with changes in the internal and relevant external environment
- Manage time to ensure attendance at all or the majority of meetings
- Commit adequate time to prepare for meetings
- Actively contribute to the success of meetings
- Be willing to challenge constructively what is presented at board meetings
- Stimulate robust, high level thinking to develop ideas and strategies
- Accept the need to hold the organisation 'line', even where there is personal disagreement
- Contribute positively to the development and maintenance of a high performing team
- Build positive relationships with other trustees, staff and volunteers (recognising relevant boundaries)
- Contribute to the development of the Board and perhaps take a lead on an area of special interest
- Be open to regular review of Board effectiveness

- Contribute pro-actively to building a multi-talented Board with diverse skills across a broad range
- Seek and respond positively to formal feedback on their performance as a trustee, and be willing to offer constructive feedback
- Regard being a trustee as a learning opportunity to develop new knowledge and skills
- Take responsibility as a trustee for all aspects of the work of the Hospice and its performance, including those outside their own area of expertise.

Remuneration

The role of the trustee is not accompanied by any financial remuneration although expenses for travel may be claimed

Collective Responsibility

All trustees collectively have the ultimate responsibility in running a voluntary organisation, for its property, financial policies and procedures, staff and volunteers. As responsibility is collective, if there are any legal or financial repercussions from decisions made by the trustees, then all members of that group are legally liable in equal proportion. If a trustee is absent from a meeting, they are still responsible for decisions made when they were not present. Their absence does not absolve them from responsibility or liability.