



Could you  
be our next  
Trustee?

St Andrew's Hospice provides specialist palliative care and support to people living with life-limiting illnesses in Lanarkshire. Our goal is to offer physical, psychological, social, and spiritual care to our patients and their loved ones in a calm, peaceful, purpose-built, 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 operates as a charity organisation. Patients are referred to our services by healthcare professionals operating within NHS Lanarkshire (NHSL). Our services are commissioned and partially funded (approximately 35%) by NHSL, and we work in partnership with them and other third-sector organisations to ensure patients and their loved ones receive the right care and support at the right time, in the right place.

St Andrew's Hospice is governed by Board members of which are both Directors and Trustees of the organisation. 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 strategy.

We are especially interested in recruiting Trustees with expertise in the following areas: business management, facilities management, HR management, public relations/marketing and healthcare management. We would also be keen to hear from those who have other relevant skills and experience that they consider could benefit the Hospice.

You will have work and/or life experience that would bring valuable skills to the Hospice Board. You should be enthusiastic, able to work effectively within a team framework, scrutinise and interrogate reports, ask questions and weigh issues carefully and in a measured manner. Most importantly, you will have a strong commitment to the ethos and values of St Andrew's Hospice established by the Religious Sisters of Charity. Ideal applicants will have proven experience at Executive or Board level and a genuine interest in both the charity sector and the future direction of hospice care. Becoming a member of our Board will provide you with the opportunity to share your skill set and make a meaningful 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 contribution to a cause that matters to you for the benefit of the community of Lanarkshire.

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](mailto: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](http://www.st-andrews-hospice.com/recruitment)

and return it to [recruitment.sah@standrews.scot.nhs.uk](mailto: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](http://www.st-andrews-hospice.com/healthcare-professionals/quality-governance)

Closing date for applications is Friday 29<sup>th</sup> November at 9am.

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 a charity organisation providing specialist palliative care to the population of Lanarkshire for over 38 years. The Hospice was founded by the Religious Sisters of Charity (RSoC) and our core values are Advocacy, Compassion, Human Dignity, Justice and Quality aligned with those of the RSoC.

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 centered 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 are also directors of our Charity company and together form our Board of Trustees. Trustees must be at least 16 years old.

### St Andrew Hospice Board of Trustees

The Board of Trustees comprises between five and twelve 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 Hospice are maintained at all levels.

### Role of the Board of Trustees

The role of the Board is to ensure the assets of the Hospice 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 in the best interests of the Hospice, 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

The Board of Trustees is responsible for the proper governance and functioning of the Hospice and Trustees are 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.

Through good and proper governance and monitoring Trustees 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 the aims and objectives of St Andrew's Hospice and ensure that there is a clear system to delegate to, and ensure implementation of the ratified strategies by, the Chief Executive and the Senior Management Team.
- To monitor performance of St Andrew's Hospice against appropriate benchmarks and ensure that it provides the highest quality of care balanced with the effective, efficient and economic use of Hospice resources
- To ensure that St Andrew's Hospice and its representatives function within all appropriate legal and regulatory frameworks
- 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 the sound financial management of Hospice resources and appropriate investment of funds in pursuance of the Charity's objectives
- To maintain absolute confidentiality about all information received in the course of their duty as a Trustee of the 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

## Commitment

- Recognise the ambassadorial role of a Board 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 meetings in order to achieve the best outcomes
- Be willing to challenge constructively what is presented at board meetings
- Stimulate robust, high level thinking to develop ideas and strategies for the benefit of the Hospice
- 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 and respecting relevant boundaries)
- Contribute to the development of the Board and perhaps take a lead on an area of special interest in order to benefit the Hospice
- 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 Trustee is not accompanied by any financial remuneration although expenses for travel on Hospice business 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 implications from decisions made by the trustees, then all members of that group are legally responsible in equal proportion. If a Trustee is absent from a Board meeting, they are still responsible for decisions made at that meeting. Their absence does not absolve them from responsibility or liability.