

Trustee

Background	Our Trustees play a vital role providing governance to the organisation
Role Title	Trustee
Line Manager (job title)	Chair of Trustees
Other key volunteering relationships	Working with other Trustees to support the achievement of the Hospice's corporate aims and objectives. To be a critical friend to our Strategic Management Team and Leadership team.
You will need to:	<ul style="list-style-type: none"> • Be able to demonstrate a commitment to the principles of being a Trustee as detailed by the Charity Commission guidelines. • Be willing to support our commitment to equality and diversity. • Be able to demonstrate an understanding of Charity law and to accept legal duties. • Have experience of good governance and risk management processes, or willingness to attend training to develop these skills. • Have the confidence and willingness to express your own opinion to drive the Hospice's aims and objectives forward.
You will need to have (skills):	<ul style="list-style-type: none"> • Expertise in Strategic/Business planning. • Experience of stakeholder management and a proven track record of influencing and negotiation at a senior level. • The ability to make sense of/summarise complex documents e.g. planning, policy etc.
You will ideally have an area of specialist knowledge. Any need for a particular specialism will be detailed on the advert when recruiting, for example:	<ul style="list-style-type: none"> • Able to demonstrate digital transformation and digital delivery skills. • Specialist knowledge of HR processes and employment law. • Specialist knowledge of Finance and financial management practices. • Specialist legal knowledge. • Expertise in Social Media/Marketing/Income Generation/Retail Management. • Clinical expertise/experience of working within the healthcare sector.
Tasks include (but are not limited to):	<ul style="list-style-type: none"> • To ensure the charity is carrying out the purposes for which it is set up, as set out in its governing document. This includes planning what the charity will achieve, being able to explain how these activities are intended to support its purposes and how they benefit the public. • To ensure that the charity complies with its governing document, charity law and any other laws which apply to St Teresa's Hospice. • To act in the charity's best interests, making balanced and adequately informed decisions and to avoid putting yourself in a position where your duty to St Teresa's Hospice conflicts with your personal interests. • To act responsibly, reasonably, and honestly, including ensuring that the charity's assets are only used to support or carry out its purposes and that they comply with any restrictions on spending funds.

	<ul style="list-style-type: none"> • To ensure that you support the charity in complying with statutory accounting and reporting requirements. • To contribute actively to the Board of Trustees' role in giving clear strategic direction to the organisation, setting overall policy, defining targets, and evaluating performance against these. • To scrutinise board papers in advance and be a proactive and engaged member of Board meetings. • To focus on key issues and provide additional advice and input into operational work as requested by the Chief Executive. To provide guidance using previous experience and expertise on a range of aspects of St Teresa's operations, including supporting new services and initiatives. • To sit on at least one Sub-Committee of the Board of Trustees, as relevant to your specialism, and be willing to Chair any relevant Sub-Committee. • To safeguard the reputation and brand of St Teresa's Hospice. • To ensure the financial stability and sustainability of the organisation. • To promote, embrace and embody St Teresa's Hospices' values, including a commitment to equal opportunities within everything we do.
Time commitment	To attend Board Meetings 4 times per annum; to attend and contribute to the relevant Hospice Sub-Committee(s) 4 times per annum and annual events as required.
Disclosure required	Enhanced DBS check.
General Requirements	<ul style="list-style-type: none"> • Complete provided induction programme and ongoing mandatory training. • Comply with St Teresa's Hospice Policies and Procedures. • Required to provide proof of identity and eligibility to work in the UK, and to complete compliance checks in line with our current policy, as relevant to the role, such as providing evidence of professional registration, insurance and qualifications, employment history and references, and health clearance. • Trustees will also be subject to unfit persons checks as follows: a self-declaration form in line with the requirements of Reg 5, and a check against the Individual Insolvency Register, Additional Insolvency Restrictions List, Register of Removed Trustees and Disqualified Company Directors Register.
Driving Status	Not required. Must be able to travel to meetings at the Hospice and occasionally offsite.