

Candidate brief for the position of trustee



Introduction letter by Dr Kevin Howard



Thank you for your interest in becoming a trustee at Prospect Hospice.

Having recently joined the board myself as chair, I've been in awe of the care we deliver at the hospice; all free of charge to those who need it, when they need it. It hasn't taken me long to recognise the vital support we offer to people at such a challenging time and how the need for this increasing in our community.

Prospect Hospice provides a wide range of care and support to people with terminal and life limiting illnesses and their families and has deep roots in the community which it has served for over forty years. Our services enable people to access the

support and care they need to live well for as long as possible and die with dignity in the place of their choice. Like most hospices, we rely on the income generated from our extensive fundraising activities and network of charity shops for the majority of our funding, equating to around 70% of our £7.5million income (the remaining 30% comes from statutory and other grant funding). Our income will need to continue to grow as we seek to extend our service to support even more local people.

In my short time with Prospect Hospice, I have seen how dedicated our staff and volunteers are at growing and developing our offer and support to local people, looking at new and innovative ways to increase outreach into the community we support and those who support us.

As a result of all their work, the hospice has recently been recognised by the Care Quality Commission (CQC) as outstanding and we're now looking to build on this and add to our board of trustees to take forward the governance of this great local charity and ensure it maintains its outstanding rating while also bringing in the funds we need to pay for its delivery.

In recent times, I'm proud of the way our team has managed the challenges that Covid-19 has brought. Everyone from our clinical teams to our fundraising teams, retail and support staff were responsive to the changes needed and have been incredibly flexible over the last two years, embracing the opportunity to work in different ways to ensure we are still able to deliver our specialist care to those that need us and raise the vital income that is needed to support this.

Now is an exciting time to be joining the charity. We are seeking new members of our board to oversee the continuing development and expansion of our services. Ideally, you will have a proven, professional track record of leadership at the highest level in IT or finance* and you will share our vision and ambition for the future. In this crucial role, you will, alongside other trustees, lead our governance as we face the challenges of new regulatory practices and the wider social and economic factors that may affect our work in the years ahead.

If you would like to have an informal discussion with a current trustee or you need more information, please contact **Siobhain Acott**, on **01793 816119** or **siobhainacott@prospect-hospice.net**.

With very best wishes,

Dr Kevin Howard

Chair of trustees - Prospect Hospice

* with full accountancy qualifications under ACA, ACCA and CIMA and ten years post qualification experience

Organisational overview

About Prospect Hospice

Prospect Hospice is a registered charity and company limited by guarantee, founded in 1980 by the **Reverend Derryck Evans**, then the chaplain at Swindon's hospital, who was inspired by **Dame Cicely Saunders** vision and work at St Christopher's Hospice in South London. Prospect Hospice provides free palliative care and support for patients and their families living with end-of life care needs, for a community of more than 300,000 people.

Care is based on the simple idea that patients are ordinary people living with physical, social, emotional and spiritual needs. The hospice provides enormous support to families and friends, caring for the patients and all those around them.

What we do at Prospect Hospice

Prospect Hospice provides a wide range of services including an inpatient unit in Wroughton, just outside Swindon. Additionally, we offer our **Prospect@Home** service, a community-based nurse specialist team providing support and advice to patients, a dedicated therapy team and a family support and bereavement service for patients and those important to them.

Our team of community-based nurse specialists works closely with local GPs, district nurses and other healthcare professionals, and is available to provide advice and support for patients and their families and to refer them to services to match their needs. We also have a consultant led medical team that works in all patient settings, and an education service which is also offered to healthcare professionals in the area.

To be able to provide our free care to those who need it, we need to raise around £7.5m each year. We also have a fully trained team of volunteers which supports our specialist clinical teams, ensuring that patients and their families receive the best possible care. Many more volunteers support our fundraising, retail and administration teams, including in our finance department.

Our vision

A community where death is no longer a taboo and every one lives and dies well.

Our values

Our ASPIRE values apply in every setting – between staff, within teams, with volunteers, how we treat patients and families and how we engage with partner organisations and suppliers. They are: authentic, specialist, person-centred, inclusive, resilient and excellent.



Our strategy

This strategy for 2023 to 2028 has been created as we know there are more people from our community that we could support through our services, particularly in community groups which have previously been under-represented in our patient group.

We have an increasingly frail population, with over 40% of over 65s living alone and a growing population of around 300,000 in Swindon and north Wiltshire, with an expected increase of 10% in the years ahead.

Vision Mission

A community where death is no longer a taboo and everyone lives and dies well

We will work with and through others using our skills and expertise so that people have choice and support at the end of their life

Objectives

Use our expertise to educate and influence the delivery of excellence in end of life care

Secure the continuity of Prospect Hospice charity for our community for generations to come

Deliver bespoke specialist care that supports dignity and choice

Take pride in being a great place to work and thrive

Our ASPIRE values

Authentic

Specialist

Person-centred

Inclusive

Resilient

Excellent

About the local area

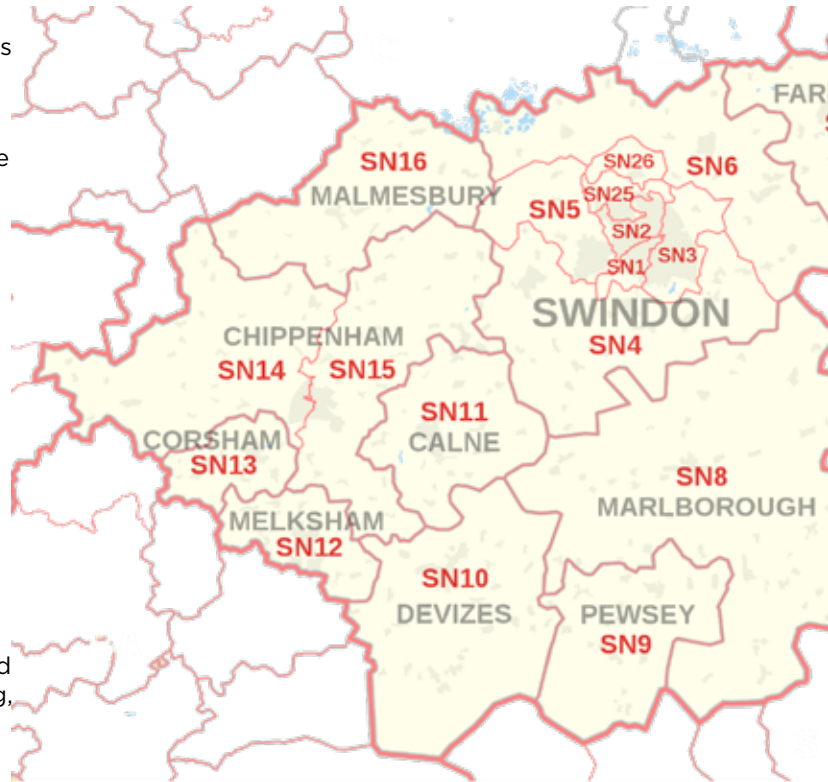
Prospect Hospice serves the towns of Swindon, Marlborough and north Wiltshire, which encompasses towns and villages including Highworth, Pewsey and Royal Wootton Bassett.

Our services and main activities are delivered from the hospice in Wroughton, a village just outside Swindon.

Swindon is the biggest town within our area of care and was historically a town with a rich industrial heritage based on its development as a primary manufacturing town for Isambard Kingdom Brunel's Great Western Railway.

Its railway heritage is reflected in its excellent transport links to London, Bristol and Cardiff, while Bath, Oxford and the picturesque Cotswolds are all within easy range. The headquarters of Nationwide Building Society and the National Trust are both in the town.

Marlborough, the second largest of the towns in our area, is renowned for its Neolithic heritage, reflected in nearby landmarks such as Avebury stone circle and Silbury Hill. The town itself is notable for its charming, wide high street, lined with shops, cafés, restaurants and pubs, and is popular as a tourist destination throughout the year.



About the role

Post Title – Trustee

Responsible to: Chair of the board of trustees

Purpose

It is the duty of the board of trustees to act in the interests of the charity's beneficiaries. It should ensure that the charity has a clear strategic direction and purpose, and a sense of urgency to get on with the work it was established to do. It should set clear objectives, establish priorities, safeguard the assets (money, property, equipment, human resources) and use them effectively and exclusively to benefit those charity exists to help.

The board of trustees acts with integrity. It adopts values, applies ethical principles to decisions and creates a welcoming and supportive culture which helps achieve the charity's purpose. The board reflects the charity's ethics and values in everything it does. Trustees undertake their duties with this in mind.

Personal requirements

- Experience of committee work.
- Tact and diplomacy.
- Good inter-personal/people skills.
- Time to perform the role effectively.

Main responsibilities

- To ensure that the charity complies with its Memorandum and Articles of Association, charity law, company law and any other relevant legislation or regulations.
- To ensure that the charity pursues its charitable objects as defined in its Memorandum and Articles of Association.
- To ensure the charity applies its resources exclusively in pursuance of its objects, i.e. the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are.
- The charity's financial dealings are systematically accounted for, audited and reviewed regularly.

- To contribute actively to the board's role in giving firm strategic direction to the charity, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
- To ensure major risks to which the charity is exposed are reviewed regularly and systems are established to mitigate these risks without the charity becoming risk averse.
- To safeguard the good name and value of the charity.
- To ensure the effective and efficient leadership and administration of the charity.
- To ensure the financial stability of the charity.
- To ensure that the property of the charity is protected and managed, and to ensure proper investment of the charity's funds.
- To ensure that the charity acts in an appropriate and prudent manner in accordance with its legal and charitable obligations.
- To appoint the chief executive and monitor their performance.
- To assist in the recruitment and selection of potential new trustees.
- To contribute as a member/chair of a committee reporting to the board.
- To act as an external representative and ambassador of the charity as required.
- To declare conflicts of interest at the commencement of each board meeting in relation to items on the agenda, and any duality of interest. In addition to the above statutory duties of all trustees, each trustee should use all experience they have in their specific knowledge to help the board reach sound decisions. This will involve scrutinising board papers, leading discussion, focusing on the key issues and providing advice and guidance requested by the board on new initiatives, or other issues relevant to the area of the charity's work in which the trustee has special expertise.



Boundaries/time commitment

- Trustees must be prepared for and attend, four board meetings a year (additionally trustee meetings may also be called in addition to set meetings).
- Trustees will be required to attend four committee meetings per year and take part in any subcommittee work.
- Trustees are expected to take part in board/hospice executive team away days (normally two per year).
- Trustees are expected to spend time with hospice teams, getting to know colleagues and to gain a better understanding of the work they do. Trustees are asked to respect the day-to-day operational management and clinical responsibilities of the chief executive and executive team, but to respond appropriately as required.

Location

The majority of the work will take place at the Prospect Hospice, Wroughton, but representation and ambassadorial activity could take place anywhere within the charity's catchment area. The current pandemic has created a need for most contact to be remote/virtual and it is anticipated that future requirements may involve a combination of virtual and on site contact.

Key contacts

- Other trustees of the board.
- Chief executive and the executive team.

Authorisation level

Trustees delegate authority for hospice expenditure to the senior executive team in the annual approved budget, exceptional or trustee only approval items are authorised within a standing financial framework.

The role of a trustee extends beyond attending board and committee meetings and may well involve attending and representing the charity at external events. Trustees act reasonably, always act in the interests of the charity and comply with the charity's code of conduct for trustees.

Trustees are encouraged to fully develop their knowledge and understanding of the organisation's work through liaison with the chief executive and executive team.



Person specification

Experience and qualifications

Essential

- Enthusiastic IT, HR or finance professional who has extensive experience in their field.
- Experience of contributing to senior/executive level board discussions.
- A keen interest or knowledge of end-of-life care.

Desirable

- Experience in development and delivery of business plans in line with strategic planning.

- Experience of chairing meetings and/or events.
- Knowledge and understanding of the hospice community/sector and current issues affecting it.
- Experience and understanding of charity governance and working with or as part of a board of trustees.
- An understanding of developing partnerships and building relationships with other organisations.
- Direct user experience of hospice care.

Qualities, skills and abilities

- A commitment to the values and objectives of the hospice.
- Integrity and a history of impartiality, fairness and the ability to respect confidences.
- An understanding and acceptance of the legal duties.
- Strategic vision and thoughtful interest in the development of Prospect Hospice.
- An ability to work effectively as a member of a team.
- Demonstrate a strong and visible passion and commitment to the charity, its strategic objectives and cause.
- A proven track record of sound judgement and effective decision making.
- Exhibit strong inter-personal and relationship building abilities.
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively.

Your next steps

To arrange an informal call or visit, contact:

Siobhain Acott – 01793 816119 or email
siobhainacott@prospect-hospice.net

To apply, please submit your CV, along with a cover letter,
to **siobhainacott@prospect-hospice.net** by **Friday 30 June 2023**.

Prospect Hospice

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Visit: **www.prospect-hospice.net**

Follow us on social media:



Registered charity number: 280093

President: Her Majesty The Queen



Company registration: 1494909

