

ST CUTHBERT'S HOSPICE

TREASURER RECRUITMENT 2022

Introduction

Thank you for your interest in supporting the governance of St Cuthbert's Hospice. This short information sheet aims to give you what you need to know to apply.

ABOUT ST CUTHBERT'S HOSPICE

In-patient Unit

We run a 10-bedded in-patient unit providing care for guests (patients and their families and carers) who need a break and can benefit from the specialist care we provide; for guests who are at a point in their illness where they need help to manage their symptoms and can benefit from the specialist interventions we can offer; and for guests who are at the end of life and need the support that St. Cuthbert's can provide to ensure they can die peacefully, with dignity and with their needs and wishes met as far as is possible.

Care in the unit is provided by a specialist team of doctors, nurses, healthcare assistants and other clinical and non-clinical specialists who work together as a team to provide the best care we can.

We do this because we want to minimise a person's suffering and help each to be as comfortable as possible. This is done by attempting to relieve pain and other distressing symptoms while providing psychological, social and spiritual support. Carers and family are also offered emotional and spiritual support. This is called a 'holistic' approach to care. Our in-patient unit is smaller and quieter than a hospital and feels more like a home. Because of our size, because of our ethos, and because of the experience and training of our staff and volunteers, we can provide individual care more suited to the person in a gentler and calmer atmosphere.

"You matter because you are you, and you matter to the end of your life. We will do all that we can, not only to help you die peacefully, but also to live until you die" (Dame Cicely Saunders)

Day Hospice

We run an 18 place Living Well service for people who want to remain at home but want to visit the Hospice during the day. We can give them the care and support they need without them having to move from home.

Care in the Living Well Centre is provided by a healthcare team and with the support of a great team of volunteers. They are backed up by all the other specialist staff in the Hospice who can be called upon to help meet the particular needs of individual guests. We also offer special clinics for people living with heart disease and with respiratory conditions, offering a specialist service designed to help them

We do this because many people who have life-limiting illnesses can live for many years and want to remain in their home. In the Living Well Centre, guests are able to access more services than they could if they were at home. These include creative and complementary therapies and rehabilitation, as well as nursing and medical care. They also meet other patients and can gain great emotional and social support from people who are having similar experiences.

Family Support Service

We run a family support service for the families and carers of people with life-limiting illnesses. This involves giving practical and counselling support both through their loved-one's illness and through the early stages of bereavement, typically for up to 12 months. This service is provided by both paid staff and volunteers.

We do this because from the very beginning of the Hospice movement, care for the family both before and after death has been a critical component. Dame Cicely Saunders said, "How someone dies remains in the memory of those who live on". In addition, bereavement pre-disposes people to physical and mental ill-health and so ongoing support can help to ensure the health and well-being of our community. Moreover, as with other parts of our work, volunteers who give of themselves and offer their time to support bereaved people are involved and compassionate citizens and so help build more compassionate communities.

The Organisation

It currently costs around £3.2m each year to provide these services and run the organisation. 42% of the income we need to cover these costs is provided by the NHS. 19% of our income is raised through our 7 retail outlets, which rely on the generosity of our local community to both donate and purchase the stock that is available in them. The remaining 39% is derived from fundraising. It is the generosity of the local community that established St. Cuthbert's and it is the same generosity that sustains it. Individuals, schools, community groups, churches, companies, trusts and foundations all support us in various ways to ensure we can deliver the services that are needed by the community.

Staff and Volunteers

We employ 100 staff members, the majority of whom work in our caring services, with the rest providing the support needed to run the services and generate the income. However, we could not do what we do without the support of our volunteers. We have more than 300 active volunteers. Volunteers are involved in every aspect of the Hospice's work and are vital to the work of the organisation.

Governance

The activity of St. Cuthbert's Hospice, which is a Charitable Incorporated Organisation (registered number 519767) is governed by its Board of Trustees, who all give freely of their time to steer the organisation and ensure it meets its obligations and the needs of the community. The Trustees are accountable to the Charity Commission and the Care Quality Commission. The annual reports and accounts of the organisation can be viewed at the Charity Commission's website (www.charity-commission.gov.uk). St. Cuthbert's is also registered with the Care Quality Commission (CQC). The last inspection was in August 2014. The result of this inspection was that St Cuthbert's Hospice became the first adult hospice in the country to be ranked "Outstanding" by the CQC. The report is available on the CQC website (www.cqc.org.uk).

TRUSTEESHIP

We can have up to 15 Trustees on the Board. At the moment we are looking to recruit a new Trustee to bring us up to that number.

The Trustees meet four times per year to conduct their regular business. Currently these meetings are held on Thursday evenings from 6pm to 8pm at the Hospice. They also meet once every year for an 'away day' which gives some extra time for reflection and training. Last year this was held on a Friday.

Trustees are expected to join one of the Board's sub-committees which also usually meet four times per year (*see below*). The Treasurer will be expected to join the Finance sub-committee, which also usually meets four times per year.

Additionally, Trustees are expected to visit the Hospice, support Hospice events and to have an annual meeting with the Chair to review how their Trusteeship is going. There are also opportunities for Trustees to volunteer in other roles at the Hospice.

Sub-Committees

The Board has six standing sub-committees. These are: Finance, Human Resources, Governance Review, Clinical Governance, Strategy, and a Search Committee responsible for the recruitment of new Trustees.

The selection process

We will consider all applications that are submitted to us. If you have not already supplied us with the information, your application should include:

- Your contact details
- A note of any experience you have had of serving on a governance committee (e.g. Board of Directors, Board of Governors, Steering Group, Charity Management Committee etc)
- A brief summary of how your experience fits with the role of a Trustee and Treasurer (see attached)

- Why you are interested in becoming a member of the Board of Trustees at St Cuthbert's Hospice
- What you would expect to give to and receive from the role
- The names and contact details of two referees whom we can approach

Please let us have this information by 10 July. We would then like to arrange a meeting on 21 July to discuss your interest. The discussion will involve Trustees and our Chief Executive. The purpose of the meeting will be to get to know one another and there will be no obligation on either side to take things further.

If you are interested in applying to become a Trustee, please send the information requested to Sarah Corney, either by post to the Hospice or by email to sarah.corney@stcuthbertshospice.com. If you would like an informal chat about the role before deciding whether to apply, please ring the Hospice Chief Executive, Paul Marriott, on 0191 374 6160.



ROLE DESCRIPTION

BOARD MEMBER

(to be read alongside the Role Description for Treasurer)

Role Title

Board Member

Aim

To further the organisation's mission, vision and values, keeping within its charitable objectives.

Key Responsibilities

To provide strategic leadership for the organisation by taking part in formulating and regularly reviewing its strategic aims, setting overall policy, and evaluating performance.

- Consider the best interests of the organisation and its beneficiaries.
- Set and monitor the strategic direction of the Hospice.
- Reflect the organisation's vision and principles, strategy and major policies at all times.
- Contribute specific skills, interests and contacts and support the organisation in fundraising activities.

To ensure that the activities, policies and practices of the organisation are keeping with its aims and objectives.

- Follow all established duties at all times, particularly when exercising the functions of a Board member as detailed in the Governance Standards.
- Attend a minimum of 75% of their scheduled Board and Sub-Committee meetings each year.
- Reflect the Board member's policies and concerns on all its committees, sub committees and groups.

- Approve and monitor the principal risks of the Charity.

To ensure that the organisation complies with the legal and financial requirements of a charitable organisation and its own governing documents and strives to achieve the best practice.

- Appoint the CEO and monitor his/her performance.
- Ensure the effective and efficient administration of the organisation.
- Be an active member of the board in exercising its responsibilities and functions.
- Maintain constructive relationships with senior managerial staff.
- Complete annual mandatory training.
- Take part in any other training and development sessions provided for the benefit of Board Members.
- Fulfil such other duties and assignments as may be required from time to time by the board.
- Use specific skills, knowledge or experience to help the board members reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, or providing advice and guidance on new initiatives.



PERSON SPECIFICATION

BOARD MEMBER

(to be read alongside the Person Specification for Treasurer)

Commitment

- Board Members need to be able to understand and accept the duties and liabilities of their role (see especially Charity Commission Guidance CC3 – The essential Trustee: What you need to know, what you need to do – available on the Charity Commission website)
- Commitment to the 7 Principles of Public Life (frequently referred to as the Nolan Principles)
- Empathy with the mission, vision and values of St Cuthbert's Hospice, and in particular a commitment to best practice and excellence
- A willingness to devote the necessary time and effort to be an effective Board Member
- Commitment to ensuring the organisation is well run and compliant with law and regulation
- A willingness to act in a way that is consistent with the Hospice's Governance Standards

Focus

- Ability to think and apply knowledge strategically
- Ability to think creatively
- Ability to remain focused on the mission of the Hospice
- Ability to analyse and evaluate management information and other evidence
- Understanding of the different roles of Board Members and Executive Officers.

Communication and Team-working

- Ability to communicate clearly and sensitively and to take an active part in discussions
- Ability to influence and engage
- Ability to work effectively in a team
- Willingness to express own opinion in a reasoned way, while also listening and remaining open to the views of others.
- Ability to challenge constructively and ask questions appropriately.

Accountability

- Ability to exercise sound and independent judgement

- Willingness to make and stand by collective decisions, including those that may be unpopular
- Ability to manage difficult and/or challenging situations
- Understanding of what conflicts of interest mean in practice and how to avoid them
- Personal credibility with an ability to act as an organisation champion with a variety of stakeholders (including staff, volunteers, funders and supporters).
- Ability to maintain confidentiality on confidential and sensitive information

Skills and Experience

The Board seeks to maintain a membership that has a wide ranging level of experience so that the Board as a whole has the skills and experience to draw upon in its governance and decision-making roles. However, all Board Members will be expected to demonstrate experience in each of the following areas (although this could be through the world of work, as a volunteer or in their personal life):

- Setting targets
- Monitoring and evaluating performance
- Financial Management
- Risk management
- Palliative and end of life care

Experience of operating within a Board or Committee structure in a charitable, public sector or commercial organisation would be an advantage.