

## EACH Trustee Advert

### Volunteer Finance & Audit Committee Trustee

#### Who are we?

We are the largest provider of palliative and end of life care and support children and their families in East Anglia, delivering a comprehensive range of services across our three hospices as well as in family homes, hospital and in the wider community.

Our primary focus is on meeting the needs of babies, children, young people and their families, working alongside them as they face complex, health, social and emotional issues. Over the past 30 years, EACH has developed an enviable reputation in the field of children's palliative care, both in the UK and internationally.

We are very proud that our three hospices; The Nook (Norfolk), The Treehouse (Ipswich) and Milton (Cambridge) are rated OUTSTANDING by the Care Quality Commission.

#### Who are we looking for?

If you have experience in the private, public or voluntary sectors and the drive to make a difference, we have an opportunity for you to join our **Finance & Income Generation and Audit, Risk and Compliance Committees** in a **voluntary role** to make a positive contribution to the work we do.

We are looking for a talented, fully qualified accountant to join our board of trustees to bring broad business experience with expertise gained ensuring strong financial governance. You'll bring valuable previous experience at a senior level (ideally Finance Director) and be member of CIMA, ICAEW or ACCA.

Our trustees drive our strategic development and hold our management team to account and the range of perspectives and lived experience trustees bring to board-level discussions helps us respond more effectively to our service users and the children and young people we support.

We would particularly like to hear from individuals who are well networked in our local communities across East Anglia (with a particular interest in those in the

Cambridgeshire region) and you will have a high level of financial and business acumen working (or previous working) at a senior level in industry.

We value hugely the contribution trustees make to EACH and helping us to ensure our service users and families receive safe, well-led compassionate care.

You should be able to commit to four full day committee meetings per year (held in person at our hospice near Norwich) as well as four half day meetings held at our Milton (Cambridge) hospice. There is normally an additional one-day awayday meeting annually and some ad hoc activities, such as hospice quality visits or attendance at fundraising or community events in the East Anglia region.

Applicants will need to have their own transport.

You must be over 18 and eligible to act as a Charity Trustee in England. We are looking ideally for a start date in January 2025 with some flexibility.

### **What can a trustee role give you?**

Being a trustee can be extremely rewarding. You will have:

- A comprehensive induction and training plan
- Opportunities to influence important strategic decisions
- Opportunities to gain new skills and to collaborate with senior managers across a variety of functions at EACH
- Influence to shape innovative projects
- Build broader business awareness and professional development
- The chance to improve the palliative and end of life care of children and young people and the support we offer to their families

### **Recruitment Information**

Trustee positions are un-remunerated although reasonable out of pocket expenses will be paid. This role offers a person the chance to make a strong valuable contribution to a respected community organisation with exposure at Board level. Appointment to the Trustee Board will be subject to a selection process and satisfactory references and an advanced DBS check.

EACH are committed to building an equitable, diverse and inclusive environment. We encourage applications from all areas of the community, regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. We welcome applications from BAME backgrounds and those with lived experiences of physical or mental health disabilities as we want our board to be more representative of our community.

### **How to apply**

For more information or for an informal chat about this rewarding opportunity, please contact Caroline Steggles (Chair of our Audit Committee) via [Caroline.Steggles@each.org.uk](mailto:Caroline.Steggles@each.org.uk)

Please also free feel to request a Trustee Information Pack to find out more about the role and our organisation via [hrinbox@each.org.uk](mailto:hrinbox@each.org.uk). A copy of the role description can be found by clicking [here](#).

If you feel you have the skills, passion and time to commit to this role and would like to apply, please submit a CV together with a covering letter summarising your interest in joining the Trustee Board at EACH outlining what qualities you think you have to contribute to the charity's mission and how you feel your values match those at EACH. This should be submitted to [Caroline.Steggles@EACH.org.uk](mailto:Caroline.Steggles@EACH.org.uk)

- **The closing date for applications is 6th October 2024**
- **Interviews are expected to be held via MS Teams initially during November 2024.**

## Role description

**Job Title:** Trustee – Finance Income Generation/Audit, Risk and Compliance Committee

**Reports to:** Board Chair

### **Job Summary:**

The Trustees of East Anglia's Children's Hospices (EACH) are responsible for giving direction to the organisation and ensuring it meets its objectives effectively. They are concerned with the policy, strategy, governance and monitoring of the organisation. Day-to-day management is the responsibility of paid staff, managed by the Executive Team who report to the Board of Trustees.

Trustees are appointed initially for a three-year period and can be reappointed for up to an additional two 3 yearly terms. Trustees give their time voluntarily and receive no payments for their contributions to the organisation, but may have expenses covered as appropriate and in accordance with the expenses policy.

EACH is a registered charity and a Company Limited by Guarantee – Trustees are also Directors of the company.

### **Duties and responsibilities of Trustees, collectively and individually, are:**

- With the Board, establish the charity's strategic direction and goals
- Contribute to the regular development of the charity's strategy and business plans
- Monitor and review progress against identified charitable strategic objectives and associated business plans
- Ensure effective governance of the charity
- Regularly review major risks and associated opportunities, and ensure systems are in place to take advantage of opportunities, and manage and mitigate the risks
- Ensure the Charity maintains sound financial health, with systems in place to ensure financial accountability.
- Ensure the governance arrangements are working in the most effective way for the charity
- Ensure the organisation complies with charity law, company law and any other relevant legislation or regulations
- Act as an ambassador for the charity and the cause
- Conduct Trustee quality visits at hospice locations, as required
- Safeguard the good name and values of the organisation at all times
- Represent the charity at external functions, meetings and events
- Hold the Chief Executive and their team accountable for delivering agreed outcomes
- Provide support to the Chief Executive and their team in carrying out work, when requested to do so
- Be able to join and contribute to the Finance & Income Generation and Audit, Risk and Compliance Committees, as appropriate.

### **Annual Commitment**

Trustees are expected to commit the time necessary to fulfil the role effectively. Each Trustee is expected to:

- Attend Board/Committee meetings normally 4 full days plus 4 half day meetings in person each year
- Sit on two of the Board Committees; meeting at least quarterly (as above)
- Attend off-site strategic review/planning sessions
- Occasionally attend functions on behalf of the organisation
- Liaise with other Trustees and the Executive Team in between formal meetings, as required
- Participate in an annual development one-to-one with the Chair
- Support fundraising initiatives as an EACH ambassador within their geography.

### **References and checks**

All offers of appointment to the role of Trustee will be subject to the following checks and declarations:

- Two satisfactory references
- Enhanced DBS check
- Conflict of Interest Declaration & Fit and Proper Persons Declaration.

### **Person Specification**

Trustees are required to demonstrate the following:

- Demonstrate a passion and commitment to the charity, its strategic objectives and cause
- Exhibit strong inter-personal and relationship building abilities and be comfortable in an ambassadorial role
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively
- Strong networking capabilities that can be utilised for the benefit of the charity
- Ability to foster and promote a collaborative team environment
- Ability to commit time to conduct the role well, including travel and attending meetings virtually and face-to-face, as well as events out of office hours
- Experience of operating at a senior strategic leadership level within an organisation
- Experience of charity governance and working with or as part of a Board of Trustees
- Broad knowledge and understanding of the charity and ideally the children's palliative care sector and current issues affecting it
- Financial management expertise and a broad understanding of charity finance issues
- Good understanding of charity governance issues.

## Key Competencies

Strategic Development	Capable of seeing the 'big picture' and building and maintaining the EACH Vision, Mission and Values.
Leadership skills	Highly developed leadership skills and the ability to inspire and motivate.
Decision Making skills	Contributing to the Board in identifying key governance decisions to be made. Ensuring well founded decision-making that helps advance the purpose and values at EACH. Objective decision making.
Communication skills	Behave with integrity and facilitate trust and an open and accountable culture within the Board. Confident presentation skills.
Collaboration/ Teamwork	A strong team player with the ability to help build consensus in group discussions and facilitate open dialogue.
Stakeholder management	Willing to use connections to help EACH in its different activities. Possessing connections and influence with key people.