

Trustee with Commercial Background

About us

At Rennie Grove Peace Hospice Care, we provide palliative and end of life care to anyone affected by a progressive life-limiting diagnosis or bereavement, across South & East Buckinghamshire and South & West Hertfordshire.

Our unique care provides a lifeline of compassion and support to patients, carers, and families facing life-limiting illness in Hertfordshire and Buckinghamshire. Following a merger of Rennie Grove Hospice Care and Peace Hospice Care in October 2022, the Charity is now one of the larger hospice charities reaching an incredible 1 million people through our services with a team of over 370 employees and over 1600 volunteers. Our goal is to serve 7,500 patients a year.

Our vision is a future where every individual is empowered to live well and die well.

Our mission is to provide the quality hospice care that our community needs. We do this by:

- Listening to our community and delivering services that are accessible to all
- Caring for people from diagnosis with a life-limiting illness
- Supporting people in the place that's best for them

Our values are:

Compassionate. Care at the centre of everything we do.

Collaborative. Working with others to get the best outcome every time.

Supportive. Looking after everyone around us.

Inclusive. Building an organisation where everyone feels welcome and valued.

Our strategic aims are to **SERVE** our communities with a wide range of services, **REACH** more local people and **STRENGTHEN** our ability to secure resources.

About the role



We are looking for applicants with commercial experience at senior management/Board level with a proven ability to enable change. As a member of the Board of Trustees this position will support the Executive Board to deliver our organisational strategy and ensure that our Charity has in place appropriate and effective controls to deliver outstanding standards of care and services to all stakeholders.

Key skills and experience for this Trustee role



- Understanding revenue sources for income generation, through sales, marketing, retail and identifying opportunities for developing income streams
- Sound financial acumen and analytical skills with an understanding of financial reporting, cashflow management, investment and project management, cost control and management either through professional qualifications or career roles.
- Understanding of the corporate and UK business legal and compliance framework
- IT and digital literacy, knowledge of digital tools, data protection and online engagement strategies
- Good track record of success at an operational and strategic level.
- Ability to assess risk and the management of financial, legal, reputational and operational risks.
- Experience of performance management, team building, mentoring and collaboration inside and outside organisations.
- Working effectively as a Trustee team member and demonstrating a willingness to learn and develop
- Excellent networking skills, influencing, negotiating and communication skills.

Key skills and experience for all Trustees

- Strategic vision, business planning and ability to exercise sound independent judgement
- Leadership
- Skilled at networking and relationship building and ability to act as an ambassador for Rennie Grove Peace Hospice Care in the local community
- Ability to understand and accept the legal duties, responsibilities and liabilities of a Trustee
- Willingness to become an active member of sub-committees, as required
- Determination and enthusiasm to contribute fully to developments within our Charity
- Commitment to our organisational vision, mission, values and aims.

Commitment

This appointment requires a commitment to Rennie Grove Peace Hospice Care to attend up to 6 early evening meetings of the Board of Trustees and attendance at committee meetings which tend to occur during the working day. The expectation is that the successful candidate will sit on the Development Operations & Performance Committee, which meets up to 5 times a year. A candidate with appropriate experience may additionally be asked to sit on any of the other committees. Meetings may occur in any of the offices in Watford, Tring or St Albans.

In addition to attending meetings, Trustees will need to make time to read and evaluate papers. All our Trustees are encouraged to actively participate and engage in external events and networking to represent and promote the charity, where requested. Appointments are usually for a term of three years with the possibility of 2 further 3-year extensions by mutual agreement up to a maximum term of 9 years.



General roles and responsibilities of all our Trustees

- To be accountable for ensuring our Charity complies with its governing documents, charity and company law and any other relevant legislation or regulations
- To ensure that our Charity pursues its charitable objects as defined in its governing documents
- To ensure that we apply our resources exclusively in furtherance of our objectives, while working flexibly to meet the changing needs of our beneficiaries
- To contribute actively to the Board of Trustees' role of giving firm strategic direction to the charity, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets and standards
- To act with integrity, and avoid any personal conflicts of interest or misuse of charity funds or assets and to act in the best interests of the Charity and its beneficiaries, to safeguard our name and values
- To ensure the financial stability of Rennie Grove Peace Hospice Care and to ensure that risks they are exposed to are properly assessed and managed
- To ensure the property and assets of the charity are properly utilised, managed and accounted for, and that the charity's funds are appropriately managed and invested
- To assist the Chair to support and monitor the performance of the Chief Executive
- To use reasonable care and skill in their work as a Trustee, using personal skills and experience as needed, plus any specific knowledge or experience to help the Board of Trustees reach sound decisions, to ensure that the charity is well-run and efficient and ensure external professional advice is sought where necessary
- In conjunction with the other trustees to ensure that delegated responsibilities are met



Application process

Please submit a covering letter outlining how your skills and experience would contribute to Rennie Grove Peace Hospice Care in your role as Trustee, together with a recent CV. The supporting statement should demonstrate why you want to join our Charity, your suitability for this role and specifically address the key elements of this role specification.

If your skills and experience fit, you will be shortlisted and final selection will be via a two-stage formal interview process with the Chair of Trustees, Chief Executive and one or two other Trustees.

On successful appointment, the following will be required:

- Volunteer application form and appropriate references
- Enhanced Disclosure & Barring Service (DBS) check
- Online course in data security, information governance and other essential learning
- Legal documentation required to become a charity trustee.

If you would like to talk to someone about this role in more detail, please call Shirley Burns, EA to the Board of Trustees on 01923 33 03 30 or via email CEoffice@renniegrovepeace.org