



Treasurer and Chair of the Finance Committee

Applicant Information Pack



www.chestnut.org.uk



www.stbh.org.uk

Registered charity number 256789

B[♥]
St Barnabas
House
{Hospice}
{Care}

C[♥]
Chestnut
Tree House
{Children's }
{Hospice Care}

Welcome from Mike Rymer, Chair of Trustees

Thank you for your interest in becoming a Treasurer for St Barnabas Hospices.

St Barnabas Hospices is comprised of two hospices – St Barnabas House and Chestnut Tree House.

St Barnabas provides specialist palliative care to adults in the Worthing, Adur, Arun and Henfield areas through a range of services, including in-patient care, a Hospice@Home team and community living well services.

And Chestnut Tree House is the children's hospice for East and West Sussex and South East Hampshire, providing specialist palliative care for children and young people with life-shortening conditions.

Our people are the key to providing this care – our frontline care teams, support teams and fundraisers all play a vital role in making a difference to people's lives, and this starts right at the top with our Board of Trustees.

Over the next 5 years we are planning to reach more people than ever before. Come and join us in making excellent palliative care for everyone in our communities a reality.

Mike Rymer
Chair of Trustees

Our Vision

Anyone facing life-limiting illness should receive the care and support they deserve

Our Mission

St Barnabas and Chestnut Tree House hospices seek to achieve dignity, comfort and choice for adults and children facing life-limiting illnesses through specialised supportive care

Our Values



We are Caring

- We place children and adults, their families and carers, at the heart of all we do.
- We care passionately about the difference we make.
- We are inclusive and treat everybody with compassion, care, dignity and respect.



We are Courageous

- We have the courage to aspire to deliver excellence in all we do.
- We are ambitious, brave, and innovative and continually strive to improve our knowledge and skills.



We are Connected

- We listen, connect with and understand the needs of the people we support and work with and ensure we respect their choices.
- We work as a team to motivate, encourage and support each other.
- We are connected and work collaboratively with others through strong partnerships.



Introduction

The Board of St Barnabas Hospices are looking to recruit a new Treasurer to the organisation, as our existing one steps down.

This year is the 50th Anniversary of St Barnabas House. Since opening in 1973, the third hospice in the country to do so, St Barnabas House has cared for over 45,000 patients and their families both in the Hospice and in their own homes. Currently the Hospice provides care to 1,800 patients and their families each year.

Chestnut Tree House, which is 21 next year, has over 200 children and families for whom they provide care and support both at Chestnut Tree House itself and in the Community.

In addition to the hospices, there are two further offices, a Retail Distribution Centre and 24 Retail Shops.

Additional information may be found on our website <https://www.stbarnabas-hospice.org.uk> or <https://www.chestnut-tree-house.org.uk>

The Board is seeking a Treasurer to join the Board. Previous experience of being a charity trustee and / or Treasurer would be an advantage but is by no means essential.

All Trustees are also Directors of the Board and members of the incorporated charitable company. They are asked to promote the Hospices mission and values, provide high quality governance in accordance with the requirements of charity law and good practice, guide its strategic development, monitor the performance of its senior leadership and support its work by drawing on their personal contacts and experience.

A strong commitment to the local community is a pre-requisite, as is proximity to the Hospices as meetings are held face to face.

The role

Context

St Barnabas Hospices has gone through a significant period of change over the last couple of years and we are about to embark on the first year of our five-year strategy. We have new care strategies in place at both hospices and a newly published People Plan.

This is an exciting time to join a committed Board of Trustees whose ambition is to lead the organisation through the next phase of its journey.

We are an organisation that is striving for excellence, both in our care delivery and our people management, and wanting to create a culture where our employees feel nurtured, supported and have the space and ability to thrive.

We very much welcome applications from all candidates, as we try to create a diverse and inclusive Board.

Role purpose

As a trustee you are responsible for:

1. Determining the strategy and overall policy framework for the charity
2. Safeguarding and promoting the mission, vision and values of St Barnabas Hospices
3. Ensuring St Barnabas Hospices functions within the legal and financial requirements of a charitable organisation and company law and strives to achieve best practice
4. Holding the CEO and senior leadership team to account for delivery against objectives
5. Ensuring the charity's activities are sustainable and assessing key risks and mitigating strategies
6. Contributing to the effective functioning of the Board of Trustees

As Treasurer you will also be responsible for the following:

1. Ensuring St Barnabas Hospices meets its financial and governance obligations by:
 - making sure that St Barnabas Hospices operates within the legal and financial guidelines set out in current legislation;
 - ensuring, in conjunction with the CEO and FD, adequate financial controls are in place and that St Barnabas Hospice operates within a sound financial framework;
 - ensuring, in conjunction with the FD, that all financial dealings are accounted for;
 - working with the CEO and FD, to gain assurance that the financial information presented is appropriate, comprehensive and accurate;
 - working with the CEO and FD, advising the Board on the financial implications of its strategy and policy objectives;
 - alongside the FD, managing the process of appointing financial auditors to St Barnabas.

What you will bring to the role

Trustees should be able to demonstrate the following qualities and competencies:

- Commitment to the vision, mission and values of St Barnabas Hospices
- Ability to think and plan strategically
- Be able to assimilate and analyse information and challenge constructively where appropriate
- Be constructive of other trustees' opinions and employee members' contributions at meetings
- Take a balanced and objective view
- Willing/able to make collective decisions and stand by them
- Able to respect the boundaries between senior leadership and governance functions
- Understand the importance and purpose of meetings and be committed to preparing for them adequately and attending them regularly
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.

Each Trustee will then additionally bring specific experience and knowledge in their area of expertise to maintain a broad base of clinical, management and professional skills. **Previous Trustee / Treasurer experience would be desirable but is not essential, we offer a full induction and ongoing training.**

The Details

The role of Treasurer is a voluntary position within the organisation and as such is unremunerated. The Board consists of around 12 Trustees each elected for a three year period, with the option to be reappointed for up to three consecutive terms.

There are currently four formal board meetings a year, with seminar meetings held on occasion which provide an opportunity for the Board to delve into areas in more detail.

There are five committees of the Board that each meet quarterly:

- Quality & Performance
- Finance (Treasurer chairs the Finance Committee)
- People
- Income Generation & Communications
- Audit

Each board member is expected to sit on at least one committee. Physical attendance at Board and committee meetings is encouraged. All meetings take place at one of our Hospices.

Attendance at other Hospice events is encouraged when appropriate. E.g. Fundraising events, volunteer thank you events.

Having a positive workplace culture that reflects our values, attracts new and retains existing employees is extremely important to us. You will be integral to helping achieve this vision.

We are caring, connected and courageous

How to Apply

Please provide us with:

- An up to date CV detailing your relevant experience and including the details of two referees (who will not be contacted without your prior consent).
- A supporting statement addressing the criteria in the person specification and your motivations for applying.

Our recruitment partner, Trustees Unlimited, is handling this role. If you would like a informal conversation or any further information, please contact Melissa Baxter on 07789 985229 / melissa.baxter@russam.co.uk.

All applications can be uploaded via the Trustees Unlimited Website.

Closing date for applications: Friday 29th September 2023

Interviews with St Barnabas: 23rd and 24th October 2023