

Candidate brief



For the position of trustee

Introduction letter by Philomena Creffield



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

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 75% of our £8million income (the remaining 25% 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.

Joining Prospect will give you the opportunity to make a positive difference to end of life care for the people of Wiltshire and beyond. Your unique skills, experience, perspectives and attributes will sustain a diverse and vibrant board at a time when we are pursuing innovation at Prospect. In order to support our volunteers and staff in the delivery of our mission, to work with and through others, using our skills and expertise so that people have choices and support at the end of their life. Ensuring people have what they need to live well and die with dignity.

At the heart of everything we do are people. The excellence of our people and the services they provide has been recognised by the Care Quality Commission as outstanding and our aim is to maintain that level.

You will have seen in the news that hospices are struggling financially. We are being relentless in the pursuit of efficiencies and funding. We operate a chain of 18 shops, a cafe, provide professional training services and benefit from strong corporate partnerships, as well as the immense generosity of people of Wiltshire and beyond who fundraise in a multiplicity of ways. To meet the demands for our services we need to increase our income.

We seek to live our values and when you come to Prospect here in Wroughton you will immediately feel the warmth and welcome. As a trustee you will experience connection with other supporters of Prospect and have the opportunity to be part of a purpose driven organisation.

If you are up for the challenge of providing strategic direction, ensuring we continue to comply with regulatory frameworks and remain true to our purpose, I would love to see you apply.

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,

A handwritten signature in black ink that reads "Philomena Creffield". The signature is written in a cursive, flowing style.

Philomena Creffield OBE – Chair of Trustees

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

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

Mission

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.



About the local area

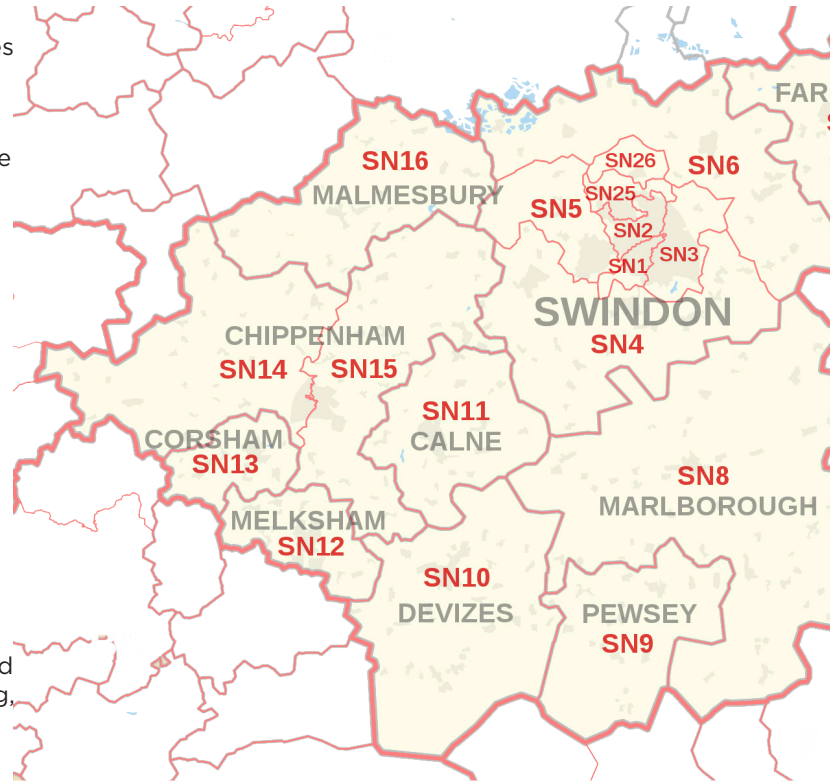
Prospect Hospice serves the towns of Swindon, Marlborough and north Wiltshire, which encompasses towns and villages including Highworth, Pewsey and Royal Wootton Bassett.

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

Trustee job description

Prospect Hospice is a registered charity and a registered company limited by guarantee. The Trustees are also Directors of Prospect Hospice, hereafter referred to as Trustees.

Accountable to: The Chair of Trustees, Prospect Hospice and as a member of the Hospice Board, to the beneficiaries, benefactors, the wider community and the Charity Commission.

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.

Prospect's ASPIRE values and behaviours will be at the heart of the Board of Trustees decision making and delivery

- Authentic.
- Specialist.
- Person-centred.
- Inclusive.
- Resilient.
- Excellent.

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.
- 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 safeguard the good name and value of the charity.
- To ensure the effective and efficient 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 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.

Hours, location and benefits

Meetings

- Trustees are asked to participate in quarterly Board meetings, preferably in person.
- All Trustees are asked to participate in and/or Chair, preferably in person, at least one Sub-committee. Meetings of these sub-Committees are held once every quarter.
- Trustees are asked to attend the Annual General Meeting of the Hospice.
- Preparatory work is required in advance of and sometimes following each meeting.

Additional responsibilities

- Trustees are encouraged to contribute to Prospect related activity outside meetings for example participating in specific project-focused tasks, contributing to decision-making that requires the involvement of the Trustees.
- The role of a Trustee extends beyond attending Board and Committee meetings and may well involve you being asked to attend and represent the Charity at external events.

Locations

Trustees aim to work flexibly and in a hybrid style with meetings. The majority of the core meetings will take place at Prospect Hospice, Wroughton and it will be beneficial to Trustees to visit the Hospice as frequently as possible in order to gain a fuller understanding of the work that it does.

Benefits

Trustees are volunteers who give their time, skills and expertise for no financial gain. Reasonable expenses will be reimbursed in line with the organisation's Volunteer Policy. As a member of the Board, Trustees will develop a range of skills and experience which are applicable beyond the charity sector. They will do so whilst making a valuable contribution to the essential work of Prospect Hospice.

Key contacts

- Other Trustees of the Board
- Chief Executive and the Senior Executive Team

Each Trustee should 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.



Person specification

Specification	Essential	Desirable
Values	Authentic, specialist, person centred, inclusive, resilient, excellent	
Experience/knowledge	<ul style="list-style-type: none"> • A qualified HR professional • An experienced Transformation /Change Manager • An experienced Governance and Compliance Manager/lead. • Experience of contributing to senior/ executive level board discussions • Experience in development and delivery of business plans in line with strategic planning • Experience of chairing meetings and /or events • An understanding of developing partnerships and building relationships with other organisations • Fundraising and marketing (background in digital marketing or data insights would be beneficial) 	<ul style="list-style-type: none"> • Experience and understanding of charity governance and working with or as part of a board of trustees • Direct user experience of hospice care or keen interest or knowledge of end-of-life care • Knowledge and understanding of the hospice community/sector and current issues affecting it • Experience of fundraising be it running an event or taking part
Personal skills	<ul style="list-style-type: none"> • Integrity and evidence of impartiality, fairness and the ability to respect confidences • Strategic vision and thoughtful interest in the development of Prospect Hospice • An ability to work effectively as a member of a team • A proven track record of sound judgement and effective decision making • Strong inter-personal and relationship building abilities • Tact and diplomacy, with the ability to listen and engage effectively • Ability to process detail and get to the bottom of an issue 	<ul style="list-style-type: none"> • Demonstrate a strong and visible passion and commitment to the charity, its strategic objectives and cause • An understanding and acceptance of the legal duties

Your next steps

To arrange an informal call or visit, contact:

Siobhain Acott on **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 **Monday 17 March 2025**.