

**DIRECTOR RECRUITMENT FORM**

**Please complete this form and return to Catherine Hutton, together with a copy of your cv:**

**(** **catherineh@willowbrookhospice.org.uk** **)**

**YOUR DETAILS**

 **Mr Mrs Miss Ms Mx Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **National Insurance No**  |  |  |  |  |  |  |  |  |  |

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Known as:**

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**Address:**

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**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Postcode:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Telephone No Mobile No**

**Email:**

**ABOUT YOU**

|  |  |
| --- | --- |
| **Occupation:** |  |
| **Which of the following skills or experience could you bring to the Board?** | Please indicate against each relevant area if this is your main skill, by writing ‘M’, or a secondary skill where you have experience, by writing ‘S’. |
|  | M/S |  | M/S |
| Business Management |  | Human Resources |  |
| Charities |  | Knowledge of Local Community |  |
| Cultural |  | Legal |  |
| Financial / Accounting |  | Marketing / PR |  |
| Fundraising |  | Retail |  |
| Health  |  | Service User or Carer |  |
| Hospices |  | Other: |  |

|  |
| --- |
| Please use this space to outline why you wish to become a Trustee for Willowbrook:  |

**REFERENCES**

Please give the name, address and telephone number of two referees that are not family members

**One referee must be your current or most recent employer**.

|  |  |
| --- | --- |
| **1** | **2** |
| **Name:** **Position:** **Relationship to applicant:** **Company Name:** **Address:** **Post code:** **Telephone:**  | **Name:** **Position:** **Relationship to applicant:** **Company Name:** **Address:** **Post code:** **Telephone:**  |
| Relevant Skills and Experience - Supporting Statement(Please also attach your most recent CV) |

**Role Profile**

**ROLE: Trustee/Trading Company Director**

**REPORTS TO: Hospice Board via the Chair**

**Overall aims:**

* Have overall responsibility, in conjunction with trustee and director colleagues, for the delivery of Willowbrook Hospice’s charitable aims and the governance of Willowbrook Hospice and its Trading Company
* Support the strategic development of the Hospice and Trading Company
* Scrutinise the management of all assets, resources and monitor standards of care
* Act as an ambassador for Willowbrook Hospice and the services it provides

**Key areas:**

* Ensure the effective management of all the Hospice’s resources and the maintenance of high standards of care for patients and support for their carers
* Determine the overall strategic direction of the Hospice, monitoring activities and services provided in line with that strategy
* Assist with determining and monitoring the Hospice’s annual budget, ensuring there are sufficient resources to enable the hospice to continue its work
* Act within the law and the governing document of the charity, which defines the purpose of the Hospice
* Ensure that the Hospice’s policy and practice is in line with its stated purpose
* Understand and have oversight of palliative care services, which the Hospice provides and its relationship with statutory and other non-statutory bodies
* Ensure no personal interests influence conduct
* Work collectively with other Trustees to ensure the Board is an effective body, whose corporate decisions bind individual trustees
* Understand the importance of partnership working between the Trustees and the Executive Leadership Team, taking care in relationships relating to staff through the Hospice staffing structure
* Review one’s own personal contribution as a Trustee and the overall performance of the Board of Trustees via the review process with the Chair
* Act as an ambassador for Willowbrook Hospice in its links with the stakeholders, and by participating in activities organised by the Hospice
* Demonstrate openness in all dealings with other members of the Board of Trustees, Trading Company Directors, staff, volunteers and stakeholders
* Demonstrate commitment to the shared loyalty and collective decision-making within the Board of Trustees and Directors
* Demonstrate understanding of the needs of people who use palliative care services
* Maintain confidentiality

**Period of office :**

* Trustees/Directors initially serve for a period of 3 years
* After three years, they will then be eligible to present themselves for re-election for two further periods of three years each, after which they must stand down as they are normally eligible for re-election for one year
* Occasionally individual trustees have expertise or skills which the Board of Trustees wishes to retain eg specific clinical or business expertise. In such circumstances, trustees can be considered for a further term of a maximum of 3 years

**Time Commitment:**

* Board meetings take place at least 6 times each year
* Trustees (only) are expected to join at least two committees of the Board
* Each trustee/director will also be involved in regular trustee visits to specific departments – known as ‘Walkabouts’
* Participate in training and development as required
* Attend at least one ‘Offsite Workshop day’ each year



 **Person Specification – Role of Trustee/Trading Company Director**

|  |  |  |
| --- | --- | --- |
| **Knowledge and qualifications** | **Essential** | **Desirable** |
| Knowledge of and expertise in a specific area of professional expertise, e.g. clinical, business, retail, legal, education, social care | **✓** |  |
| Knowledge of working with public sector organisations | **✓** |  |
| Understanding of palliative care services |  | **✓** |
| Knowledge of developments in palliative care practice, including developments in education training and research |  |  |
| Knowledge of voluntary sector organisations |  |  |
| **Experience** |  |  |
| Experience of work or voluntary activity in an organisation serving a local community or group for people with health or social needs |  |  |
| Understanding of the Nolan Committee’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership |  |  |
| Understanding of confidentiality, sensitive issues and boundaries |  |  |
| Understanding of good governance |  |  |
| Understanding of the regulatory frameworks governing charities and health care organisations |  |  |
| **Skills and abilities** |  |  |
| Ability to work as a member of a team. |  |  |
| Ability to think strategically |  |  |
| Ability to demonstrate fair, independent judgement |  |  |
| Ability to communicate and work collaboratively with a wide range of people and organisations with differing perspectives, viewpoints and priorities |  |  |
| Ability to scrutinise and challenge information and proposals provided by the Executive LeadershipTeam and senior staff |  |  |
| Demonstrable ability to communicate clearly and concisely in speech and writing |  |  |
| Encourage questions and ideas and develop an environment of creativity and curiosity |  |  |
| Ability to show ingenuity and flexibility when faced with difficult situations |  |  |
| Ability to drive change |  |  |
| Ability to understand complex matters within and between organisations |  |  |
| Act to improve performance and establish and maintain high standards of quality |  |  |
| Ability and willingness to accept and represent collective decision making  |  |  |
| **Personal qualities** |  |  |
| Willingness to devote necessary time and effort |  |  |
| Commitment to Willowbrook Hospice and its associated companies. |  |  |

This role description is subject to periodic review