

Role Description



VOLUNTEER ROLE: TRUSTEE – FIXED TERM (MAX. 2 THREE-YEAR TERMS)

REPORTS TO: CHAIR OF TRUSTEES

LOCATION: KENT/SOUTH-EAST LONDON/EAST SUSSEX/ONLINE

Demelza services extend across Kent and East Sussex and into the London boroughs of Bromley, Bexley, Croydon, Greenwich, Lambeth, Lewisham, and Southwark.

Interaction with our two residential hospice sites in Sittingbourne, Kent and Eltham, South East London is required and also with our Community Nursing Team in East Sussex. Meetings can be joined digitally. However, some meetings, for example, the annual Away Day would be required in person.

REMUNERATION:

The role is unremunerated, however we will:

- Reimburse reasonable out of pocket expenses.
- A tablet will be provided to access paper and use for Demelza work

PURPOSE OF ROLE:

Charity law gives trustees a legal responsibility for a given charity. To support this, trustees also have specific duties. These are set out by the Charity Commission and show how trustees should govern their charity and conduct themselves.

The main duty of all charity trustees is to advance the purposes of their charity. This should always be a trustee's main focus. A charity's trustees must carry out its charity's purposes for public benefit. This is called 'the public benefit requirement'.

Trustees' duties are set out in the [Charity Commission guidance on the essential trustee \(CC3\)](#). Reading and understanding this guidance is important for all trustees.

ROLE/DUTIES/RESPONSIBILITIES:

Key responsibilities:

As a member of the Board of Trustees:

- ensure that the Charity and its trading subsidiaries are governed effectively.
- work in partnership with the Chief Executive to ensure that the organisation has a clear vision, mission and strategic direction and that the organisation, the Trustees and the Chief Executive are focused on achieving these.
- work within the Board to ensure future sustainability, in terms of the impact of activities against assessed need, and financial sustainability.
- ensure that the Board is monitoring performance through reports provided by the Chief Executive and senior staff.
- take a particular interest or, by agreement, a lead role in any areas of specialist expert knowledge.

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Specific responsibilities:

Within the Board, to contribute to the Board's undertaking of its fiduciary duties in all required areas of governance, including:

- Financial management
- Clinical governance
- Corporate governance
- Information governance
- Fundraising good practice
- To participate in a framework of scrutiny and audit so that this assurance is verified and demonstrated.

To ensure that Demelza Hospice Care for Children plans strategically by:

- contributing towards the development, appraisal and updating of strategic plans and the monitoring of performance against such plans as are adopted by the Board.
- (through the Chief Executive) ensuring that management effort is effectively directed within a framework of clearly stated strategies and key tasks.

To participate in a governance and financial policy framework to ensure that:

- a governance and financial policy framework is established within which the Senior Leadership Team shall manage the charity
- the Chief Executive is clear about the key performance indicators by which he and his colleagues will be held accountable.
- the particular risk factors inherent in Demelza's activities are analysed.

Other:

- Maintain effective networks with supporters and stakeholders.
- Seek opportunities to expand and promote the role of the organisation.
- Promote Demelza to its public audience and represent it at appropriate events.

SKILLS & QUALITIES:

Person specification:

- Proven leadership skills
- Strategic vision
- Commitment to the organisation and ability to demonstrate organisational values
- Ability and willingness to devote the necessary time commitment and effort
- Good, independent judgement
- Understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship
- Financial literacy and the ability to read and understand accounts
- Ability to lead and work effectively as a member of a team
- Tact, diplomacy, and confidentiality
- Excellent communication and interpersonal skills

An enhanced DBS Disclosure will be required for the successful applicant.

A Fit and Proper Person Declaration to demonstrate good character and suitability will be required.

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TIME COMMITMENT:

Our Trustees serve on at least one Board Sub Committee and the main Board, both meet quarterly. Each meeting lasts 2-2.5 hours, with agendas and papers to read in advance.

We seek regular involvement with relevant Directors, perhaps bi-monthly, and attendance at organisational events which would be approximately 6 times per year and are varied, from family events to celebration and fundraising events.

We hold an annual Trustee/Senior Leadership Team Away Day to strategically plan.

Approximate time commitment – a total of three days per quarter minimum.

TRAINING AND SUPPORT:

You will be given a Trustee Handbook. Ongoing support is available to trustees through the CEO and Chair of Trustees.

All trustees **must** maintain their mandatory training on GDPR and Safeguarding to continue in their role. All but higher level Safeguarding training is available through an e-learning platform. For clinical roles face to face Safeguarding training is periodically required.

UNIFORM/DRESS CODE REQUIREMENTS:

Smart/business attire.

TEAM DEMELZA - OUR VALUES & BEHAVIOURS

Fiercely committed to quality

The families and children we help, and our supporters, deserve nothing but excellence. Each one of us has a vital role to play in providing unique care and support and we always strive to deliver a brilliant service.

By working and improving together, we can give even more families a chance to enjoy time as a family, for as long as they have.

Passion, performance, and pride

We admit it. We love what we do. We feel privileged to support the families who trust us to care for those they love. And we couldn't be prouder to be part of #TeamDemelza, it's the most rewarding job in the world.

We believe in passion, performance and pride – it's how we get the best from each other and deliver exceptional care and support.

Human is our nature

Because we see the person and not the condition, we give each baby, child and family member a service that fits them as an individual. We're all human, and through empathy and understanding, we can provide essential care as unique as the person it's designed for. Our different roles, skills and experiences make us stronger. We value and respect everyone who is part of our story, from the families we help, to the supporters and volunteers who keep us going, to each member of staff.

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Always honest, always authentic

We are clear, open, and honest with everyone, because we value everyone.

It's good to challenge each other, as long as it's constructive – we always look for a positive solution that moves us all forward. We exist to give the best care and support to children and their families and that matters more than anything else.

Innovate, develop and improve

Each member of #TeamDemelza is driven to do better.

Through evidence, insight and experience, we're constantly developing and improving to give children and families better care and support. Standing still doesn't get us anywhere. We always look for ways to transform change into opportunity and growth.

SAFEGUARDING AND FREDIE - FAIRNESS, RESPECT, EQUALITY, DIVERSION, INCLUSION AND ENGAGEMENT

Demelza is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and to valuing and respecting diversity and inclusion [FREDIE] and Demelza expects all staff and volunteers to share this commitment.

Some volunteering roles will require an Enhanced DBS Check - this does not mean that you cannot volunteer for us if you have a previous conviction. Demelza conforms to all aspects of the Rehabilitation of Offenders Act 1974.

To apply:

If you would like to apply to be a trustee at Demelza Hospice Care for Children, please send a CV and supporting statement of no more than 500 words to:

Lavinia Jarrett CEO: lavinia.jarrett@demelza.org.uk

Or EA to CEO: nikki.dunncliffe@demelza.org.uk

Informal chats and visits are welcomed.

For further information about us
See our website www.demelza.org.uk

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