**Volunteer Role Profile:  
Trustee**

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| **Where:** | Crawley Hospice, Malthouse Road, Crawley |
| **Managed by:** | Chair of Trustees |
| **Terms:** | Four year terms (all trustees are limited to serving a maximum of two terms) |

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| **Purpose:** |
| To ensure St Catherine's Hospice achieves its charitable objectives by:   * Ensuring that the values of the organisation are upheld * Taking part in **formulating** and regularly reviewing the strategic aims of the charity * With other Trustees, ensuring that the policy and practices of the charity are in keeping with its aims * With other Trustees, ensuring that St Catherine's operates within the legal, financial and regulatory requirements of a charitable organisation, and strives to achieves best practice |
| **Role responsibilities:** |
| **Formulating strategic aims by:** |
| * Reflecting and championing St Catherine's vision, mission and values, strategy and major policies at all times * Acting as an ambassador, representing the organisation at functions, events and supporting with fundraising activities * Adhering to the Memorandum and Articles of Association and reflecting Trustees’ policies and concerns to committees, sub-committees and groups * Attending and actively participating in meetings of the Trustees in accordance with the Memorandum and Articles of Association, contributing specific skills, experience, interests and knowledge while considering St Catherine's as a whole * Understanding a Trustee's responsibilities under Charity Law of being a Trustee, and the responsibilities of being a Director of St Catherine's Hospice Limited under Company Law and ensuring compliance * Being aware of the duties and responsibilities concerned with governance and those associated with executive management * Being an active member of the Board of Trustees in exercising its responsibilities and functions * Being willing to participate actively in up to two Board committees * Maintaining healthy working relationships between Trustees and the Senior Management Team * Participating in relevant training to maintain levels of knowledge and competence to fulfil the role of Trustees |
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| * Engaging in the appraisal process to ensure the continued strength of the Board * Fulfilling such other responsibilities and assignments as may be required   from time to time by the Trustees   * Declare any conflict of interest while carrying out the duties of a trustee |
| **What we're looking for are dynamic individuals with a range of skills which include:** |
| * Excellent communication and networking skills * Ability to uphold the values of St Catherine's * Strategic thinking and an understanding of governance * A caring approach while being able to demonstrate strong emotional resilience * Commitment to continuous development, including regular training * Ability to work as part of a team with tact and diplomacy * Ability to commit to a four year term and participation in Board meetings, sub-committee's and events * Ability influence through personal credibility * An understanding of Hospice care and philosophy and the ability to contribute to it * Commitment to equality and diversity   **In addition we are looking for individuals with specialist knowledge in (desirable):**   * Legal (e.g. Commercial/Charity/Public) * Finance (e.g. professional accountancy qualification and/or Senior experience-in Charity sector finance) * Clinical (particularly senior nursing) * Strategic Retail Management * Planning and/or building management * Human Resources |
| **What you gain from this opportunity:** |
| * Satisfaction of helping St Catherine's Hospice to support local people and their loved ones when it's needed most * Understanding the patient and family journey, their support needs and the palliative care environment * Chance to development your knowledge and skills and to enhance your CV * Option of expenses to be reimbursed * Working as part of our expert team and enjoying regular social opportunities |
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| **Training Provided:** |
| We offer a full induction programme and attendance at training courses to support your personal development. |
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| **Want more information?** |
| If you have any questions, please call the Volunteering Team on 01293 447351  or email [volunteering@stch.org.uk](mailto:volunteering@stch.org.uk) |
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