

Chest
Heart &
Stroke
Scotland



TRUSTEE RECRUITMENT

LEADING THE WAY TO HELP PEOPLE
DO MORE THAN SURVIVE

Thank you for your interest in joining our team of Trustees



One in five people in Scotland are living with a chest, heart or stroke condition. Too many are fighting alone and scared about the future.

We won't live with that.

In becoming a Trustee you would be part of the Board leading our efforts to help people live life to the full and ensure there's No Life Half Lived in Scotland.

The last year has been difficult for everybody, but particularly for people living with chest, heart or stroke conditions. Our network of stroke nurses, rehabilitation support workers, peer support & kindness volunteers have adapted throughout the pandemic.

We have continued to help people across Scotland regain their confidence and rebuild their lives. This includes people living with Long Covid, which we are working to raise awareness of and develop support for.

For information on the impact our supporters and Trustees have had through the pandemic, please see: www.chss.org.uk/impact

As the country's largest charity offering care and support to people with chest, heart and stroke conditions, more people than ever need our support.

It is an important time to join us.

The pandemic has presented a number of challenges for the charity sector. We have tackled these challenges head on; we've also made the difficult decisions required to stabilise the charity.

The pandemic has tested our No Life Half Lived strategy and found it solid.

Your role as a member of the Board will be to support and scrutinise the continued delivery of that strategy.

A priority of the organisation is to increase the diversity of skills, knowledge and experience on the Board so we more closely reflect the communities we work with and are opened up to new perspectives.

We hope to receive applications from a wide range of talented people irrespective of age, disability, gender identity, ethnic origin, nationality, religion or belief, sexual orientation or caring responsibilities. We are happy to look at phased intake, if your work for an organisation managing Covid19 means you wouldn't be able to start immediately.

Whilst all applications are appreciated, we particularly welcome them from groups currently under-represented on our Board:

- Women
- People from Black & Ethnic Minority backgrounds
- People under fifty
- People with disabilities

We are recruiting up to four positions and are particularly looking for people with the following backgrounds, skills, knowledge & experience:

- Lived experience of our conditions, particularly chest or heart conditions.
- Finance
- Qualified accountancy
- Retail
- Clinical practice & medical research
- Governance & audit
- Fundraising

We are so much more than a charity – we are a cause helping people in Scotland do more than survive their condition.

If you are looking to be part of something that really matters, please apply.

I look forward to hearing from you.

Jim Gibson

Chair

Chest Heart & Stroke Scotland

www.chss.org.uk

  
@CHSSScotland @CHSSScotland @chsscotland

NO LIFE HALF LIVED

You would be helping people like...



Mike Wilkinson
Stroke survivor

After my stroke, I was in a dark place. I sometimes worried I wouldn't be able to wake up in the morning. That I might have another stroke.

But Tom from Chest Heart & Stroke Scotland was there for me.

He came to visit me at home and reassured me there was light at the end of the tunnel.

And now, I am feeling better and I know how to control my anxiety. I now have a life I can look forward to living.



Jock Shiells
Living with COPD

I came out of hospital and was left on my own to try to recover and rebuild my life.

That's why I set up a rehab group with Chest Heart & Stroke Scotland.

I just wanted to help folk with problems like mine, and it's the best thing I've ever done. It's a rehab group but actually it feels like a family.



Catriona Drummond
Recovering after a heart attack

I felt anxious, lost and alone when I got home from hospital after my heart attack.

I worried that my life would never be the same.

But that's when I met Wendy, a nurse from Chest Heart & Stroke Scotland. Wendy was always there for me if I needed her. She helped me when I felt at my worst and she's even made me feel confident enough to get back to work.

www.chss.org.uk

  
@CHSSScotland @CHSSScotland @chsscotland

NO LIFE HALF LIVED

About us – No Life Half Lived



Everyone has the right to live life to the full. After a diagnosis of a chest or heart condition or a stroke, many people experience fear and isolation and struggle with the impact on their lives. Chest Heart & Stroke Scotland (CHSS) won't stand for that. The care and support we deliver every day ensures everyone can live the life they want to.

Our vision: welcome to a Scotland where people with our conditions can live their lives well. Full lives, with the right support, at the right time and in the right place. A place where you can shape your future and live the life you want to lead.

Our mission: welcome to a community where people can support each other, secure the expert help they need and collectively advocate for the care that matters to them. Welcome to the charity that never underestimates the power of a cup of tea, a conversation started, a recovery begun.

No Life Half Lived means we need to listen to people with our conditions and deliver well for them. We have identified four goals to get us there:

- We will place our focus on addressing the unmet needs of people with our conditions - social, emotional, and physical - across all Scotland's communities.
- We will be led by our people: people with lived experience of our conditions, their families & carers, friends, colleagues and healthcare professionals.
- We will secure the funding required to deliver via a diverse income portfolio that is consistent with our values and ethical approach.
- We will be effective and accountable in all that we do.

We have developed six values to guide us in delivering against our goals:

- **Accountable:** we will take ownership for our work and hold decision-makers to their responsibilities.
- **Agile:** we will be able to adapt to the needs of our people and the environment we work in.
- **Inclusive:** we will adopt a human rights-based approach to our work and ensure we are accessible.
- **Innovative:** we will look for improvement in what we currently do and be creative in developing new services.
- **Collective:** we can only achieve our goals by working together and learning from each other.
- **Courageous:** we will say what needs to be said and do what needs to be done to meet our goals.

For more information, access our website at:

www.chss.org.uk

Find our annual, impact and strategic reports at:

www.chss.org.uk/us/annual-report-accounts

www.chss.org.uk



NO LIFE HALF LIVED

Trustee Recruitment

Getting in Touch



We are seeking to recruit up to four Trustees as terms come to an end. CHSS' Board consists of up to twelve Trustees, excluding the Chair and Senior Independent Non-Executive.

The term of office is three years, with an option to serve two further three-year periods. For more information on CHSS' organisation and governance, find our Articles of Association at:
www.chss.org.uk/documents/2019/02/articles-of-association-pdf.pdf

We are a Disability Confident employer and will provide reasonable adjustments to support applicants with disabilities: please let us know what is required to support you in making an application.

Thank you for your interest in CHSS' Trustee vacancies.

We hope you find the following useful. If you would like a conversation with the Chair before applying, or more information generally, please email:
trustee.recruitment@chss.org.uk

www.chss.org.uk

  
@CHSSScotland @CHSSScotland @chsscotland

NO LIFE HALF LIVED

Role Profile

1. Person specification

We are looking for outstanding individuals motivated by and committed to ensuring No Life Half Lived for people with our conditions, their families & friends; outstanding individuals who are excited by the scale and challenge of our strategic ambition. Applicants should:

- Have knowledge of CHSS and/or interest in chest, heart and stroke conditions
- Have a strong track record of achievement in their chosen field
- Have excellent communication skills
- Have analytical, audit & risk assessment and strategic planning knowledge and skills.
- Have the ability to work effectively in a group, contributing to discussions and challenging constructively.
- Be prepared to share knowledge, experience and expertise.
- Be prepared to facilitate access to useful contacts in other organisations
- Have knowledge of finance, including charity accounting.
- Have knowledge of third sector governance

While we appreciate that no single Board member can have all of these, we are particularly interested in applications from individuals with the following backgrounds, skills, knowledge and experience:

- Lived experience of our conditions, particularly chest or heart conditions.
- Finance
- Qualified accountancy
- Retail
- Clinical practice & medical research
- Governance & audit
- Fundraising

All applicants must also have or be prepared to gain an understanding of the legal duties, responsibilities and liabilities inherent in the role and be eligible to act as a Company Director and Charity Trustee. For more information, please go to:

<https://scvo.org/running-your-organisation/governance/roles-responsibilities> <https://oscr.org.uk/managing-a-charity/trustee-duties/>

2. Duties & Responsibilities

Overview

The responsibility of a Trustee is to direct the affairs of the charity through efficient, effective and accountable governance, ensuring that the organisation is solvent, professionally-run and acts in accordance with its stated aims and objectives. Trustees are responsible and accountable for the overall strategic leadership and direction of the charity, safeguarding its assets, reputation and ethos. Trustees are expected to uphold CHSS' core values, including that everyone has the right to be treated equally and with dignity & respect. Our Trustees will also uphold and represent CHSS' purpose, vision and values in a personal and professional capacity. Please see Office of the Scottish Charity Regulator (OSCR) guidance here: **<https://oscr.org.uk/managing-a-charity/trustee-duties/>**

Specific Duties & Responsibilities

Governance

1. To contribute to CHSS' governance within best practice frameworks and in accordance with appropriate legislation.
2. Trustees must act in CHSS' interest, operating in a manner consistent with CHSS' purpose and acting with care and diligence, putting the charity's interests before their own or any other person or organisation, declaring any potential conflict of interest. Trustees should act in the best interests of CHSS as a whole and not as a representative of any group.
3. To act with the care and diligence that it is reasonable to expect of someone managing another's affairs, ensuring CHSS operates in a manner consistent with its specified purpose as laid out in the Articles of Association.
4. Respect individual, Committee, Board and organisational confidentiality.
5. To oversee and approve annual budgets.

Strategic

6. To seek to improve the lives of people with our conditions, their families and friends and to place their interests as the focus of discussion and debate.
7. To develop, approve and oversee CHSS' strategic direction, in conjunction with other Trustees, the Chief Executive and Executive Team.
8. Monitor organisational performance against agreed outcomes and targets.

General Requirements

9. Appoint (when relevant) the Chief Executive.
10. Develop and maintain sound and up to date knowledge of CHSS and its environment.
11. Ensure CHSS' resources are employed responsibly, efficiently and effectively.
12. Proactively contribute to CHSS' business and development.
13. Proactively participate in and be responsible for Board decisions, with due regard to advice from the Chief Executive and Executive Team.
14. Prioritise Board and Board Committee attendance, prepare fully for all meetings and actively engage in discussion, debate and voting in meetings.
15. Contribute specific skills, knowledge and experience to assist the Board in discharging its responsibility. This will include sitting on Board Committees, scrutinising reports and leading discussions, as well as providing specific advice and guidance on issues where a Trustee has particular expertise.
16. Develop a constructive and effective working relationship with other Trustees, the Chief Executive, members of the Executive Team and other members of staff.

Specific Duties & Responsibilities



Data protection & General Data Protection Regulations

Potential Trustees should be aware that CHSS is required to share their personal information with Companies House and OSCR; it may also be requested to support grant and tender submissions or commercial contracts. The role will also be PVG-checked.

Time Commitment

On average, a Trustee would be expected to undertake the following:

- A comprehensive induction programme
- Six Board meetings a year (the last Thursday in January, March, May, July & September, 16.00-18.00, held online and/or in Edinburgh; an all-day Annual General Meeting & Board on the last Thursday in November, held online and/or in Edinburgh).
- One annual review meeting with the Chair
- To sit on at least one Board Committee, with an average of four to six meeting a year per committee.
- To promote, attend and support CHSS events.
- To represent CHSS at external events

Recruitment Timetable:

Applications open: 22/2/21
Applications close: 26/3/21
Candidates advised of their initial application outcome: w/c 19/4/21
Online interviews with the Nomination Committee: 30/4/21
Nominations Committee recommendations shared with the Board: w/c 3/5/21
Candidates advised of their interview outcome and successful candidates invited to attend 27/5/21 Board: w/c 17/5/21

How to Apply:

By 26/3/21, please submit the following:

- A CV
- A supporting statement, no longer than two pages, providing clear evidence of how you meet the requirement within the Role Profile, what you can contribute to CHSS and what you hope to gain from working with us.

Applications should be submitted to **trustee.recruitment@chss.org.uk**. We would ask all applicants to ensure their availability for interviews on 30/4/21. Shortlisted candidates will be asked for a five minute video submission on why you want to be a trustee with CHSS. If you have any queries or concerns about this, please get in touch to discuss how we can support you or to discuss alternatives at **trustee.recruitment@chss.org.uk**. References will be sought for successful candidates.



For more information on CHSS
in general, please contact:

Chest Heart & Stroke Scotland

Rosebery House,
9 Haymarket Terrace
Edinburgh, EH12 5EZ

Tel: 0131 225 6963

Web: www.chss.org.uk

www.chss.org.uk

