

Chest
Heart &
Stroke
Scotland



TRUSTEE RECRUITMENT

INFORMATION PACK

Letter from our Chair, Amy Anderson

Thank you so much for your interest in joining Chest Heart & Stroke Scotland's (CHSS) team of trustees. One in five people in Scotland are living with a chest, heart or stroke condition. Too many are struggling alone and frightened about the future and we're determined to change that.

CHSS is Scotland's largest charity offering care and support to people living with chest, heart and stroke conditions. We employ around 250 staff and enjoy the support of thousands of volunteers across Scotland. Our turnover in financial year 2021-22 was £10.9m. We are professional, savvy and dynamic and we are ambitious for the future. Our network of staff and volunteers help people across Scotland regain their confidence and rebuild their lives. We make a real impact on people's lives and we are genuinely passionate in what we do.

In becoming a trustee you will be leading our efforts to help people live life to the full and ensure CHSS is best placed to meet our strategic goal of 'No Life Half Lived'. You will be joining us at an exciting time as we renew our strategy. The last few years have been difficult for everybody and people living with chest, heart or stroke conditions need our support more than ever. This includes people living with Long Covid, who we recognise as part of the CHSS family.

Our trustees are a passionate group of committed unpaid volunteers. Whether they have lived experience of our conditions or an understanding of the professional context CHSS operates in, they are committed to helping CHSS be the best we can be. You will be joining a talented and experienced team and will help ensure CHSS runs well and effectively for the people we support.

We are one of the largest charities in Scotland and as a trustee, you will be able to influence important strategic, financial and policy decisions, collaborating closely with the Chief Executive and Directors. You will also have the chance to sit on one of the Board sub-committees, scrutinising work in more detail. This is a great opportunity for professional development, as well as the chance to make a meaningful contribution to our vital work.



We are keen to recruit for a more diverse Board, to reflect the communities we support, offer new perspectives on what's important to us and meet the challenges for the future to be agile, collaborative and sustainable. We would be happy to discuss your needs prior to an application, to see how we could support you as an individual, should you be offered the role. And all new trustees will be supported through a comprehensive induction and ongoing trustee development programme to learn about CHSS in all our facets. We are looking for applications from people with a wide range of experience and talent, from all ages, disabilities, sex, gender identity, race and ethnic origin, religion or belief, sexual orientation and those with caring responsibilities.

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NO LIFE HALF LIVED

Letter from our Chair, Amy Anderson

Whilst we welcome all applications, we are eager to hear from people from groups currently under-represented on our Board:

- Women
- People with disabilities or long-term conditions, including chest, heart or stroke and their family and carers.
- People from ethnic minority backgrounds
- People who are younger/of working age

Our trustees also live our values. We are:

- 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.

CHSS is so much more than a charity – we are a movement helping people in Scotland do more than survive their condition. If you are looking to be part of something that really matters, we would love to hear from you.

I look forward to hearing from you.



Amy Anderson

Chair

Chest Heart & Stroke Scotland

To find out more visit the [About Us](#) and [Support Us](#) pages of our website.

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You would be helping people like...



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 CHSS.

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 CHSS. 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.



Troy Johnson
Stroke survivor

I've always been physically fit and strong. I served as a Royal Marine Commando, and I put my life on the line to help others.

I have faced challenging situations before as part of my job, but I've never felt more scared and alone than last year when I had a stroke.

But life changed for me when I got help from CHSS. The team at this amazing charity rescued me and my family from the darkest time in our lives.

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Trustee recruitment

Thank you for your interest in our trustee vacancies. We hope you find the following information useful. If you would like a conversation with the Chair or Chief Executive before applying, or more information generally, please call 0131 243 0154 or email trustee.recruitment@chss.org.uk

We are seeking to recruit up to four trustees as terms of office come to an end, joining our Board in November 2023. The term of office is three years, with an option to serve up to two further three-year periods.

For more information on CHSS' organisation and governance, you can read our [Articles of Association](#).

CHSS is a Disability Confident Committed employer and will provide reasonable adjustments to support applicants with disabilities. We are committed to reflecting the diversity of the communities we work with and we value candidates' ability to draw on their own lived experience and bring insights to help us develop.

Please let us know what's required to support you in making an application by calling **0131 243 0154** or emailing trustee.recruitment@chss.org.uk

Data Protection & General Data Protection Regulations:

CHSS is required to share trustees' personal information with Companies House and the Office of the Scottish Charity Regulator; it may also be requested to support grant and tender submissions or commercial contracts. CHSS will also carry out Disclosure Scotland background checks on successful applicants.



Ann McKinnon
Heart attack survivor

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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. CHSS won't stand for that. The care and support we deliver every day ensures everyone can live the life they want to.

Chest, heart and stroke conditions affect one in five people in Scotland and we know there's so much more to be done to reach everyone who needs support. That's why, as a values-driven organisation, we are striving to develop innovative solutions to the challenges people living with our conditions face. We want people living with our conditions to be able to live their life to the full, accessing the medical, rehabilitation and wellbeing support they need at the time and place they want. Through our campaigning work, we fight for their right to the services they need.

We are using our entrepreneurial talents to generate income to develop new services using the latest technology. Our agile forward-thinking approach is creating health solutions that will improve lives and reduce the burden on our struggling NHS. CHSS is playing a major role in healthcare in Scotland, with aspirations to work collectively with local and national healthcare partners to do so much more. We are accountable to the people we support living with our conditions. That's why we have embedded a people-driven, participative approach to work inclusively to identify our priorities.

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 they can shape their future and live the life they 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 and 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

More information:

[Read the 2018 CHSS No Life Half Lived strategy](#)

[Read the 2021-22 CHSS annual report](#)

[Read the 2021-22 CHSS impact report](#)

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Role profile

We are looking for people committed to ensuring no life is half lived by anyone living with our conditions, their families and friends; people motivated and excited by our strategic ambitions.

Applicants should:

- Have good communication skills and be able to get their point across
- Be able to work well with others and come to shared decisions, working effectively in a group, contributing to discussions and challenging constructively.
- Have good analytical skills, with the ability to absorb a lot of information and see the bigger picture.
- Be prepared to share their knowledge, experience, expertise and lived experience.
- Have knowledge of CHSS and/or interest in chest, heart and stroke conditions.
- Be prepared to share any useful contacts to other organisations or groups

While we appreciate that no one person can have all of the skills, knowledge and experience below, we are particularly interested in applications from people with the following backgrounds:

- Women, people with disabilities or long-term conditions including chest, heart or stroke, people from ethnic minority backgrounds and people who are younger/of working age – to increase diversity of thought, experience, discussion and ideas on the Board.
- Technology and digital experience/knowledge – to support us as we navigate the challenges of digital inclusion, expansion and safety, building internal capability and external connectivity.
- Legal and governance experience/knowledge, including charity governance – to help us navigate new partnerships and provide a sense check to our innovations.
- Sustainability and growth experience/knowledge – to build on previous good practice which, despite the pandemic, has served us well and help us to further expand our reach and services.
- Financial experience/knowledge – chartered accountants, as well as people with good general financial experience/knowledge, to support good governance around budget-setting and management.
- Care sector experience/knowledge – to support us as we engage with public sector colleagues to provide the best services for people with our conditions.

Being a trustee is a responsible role to hold and will require a level of commitment of at least six Board meetings and four Board sub-committee meetings a year (online/in-person/hybrid) and preparatory time. There is reading involved, including technical information, and as a trustee your role will include listening to different viewpoints, weighing up arguments and coming to a collective decision.

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:

[Scottish Council for Voluntary Organisations Governance Guidance](#)

[Office of the Scottish Charity Regulator Trustee Duties](#)

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Role profile

General trustee responsibilities

The responsibility of all trustees is to direct the affairs of the charity through efficient, effective and accountable governance, in accordance with the Articles of Association, ensuring 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 and respect. Our trustees will also uphold and represent CHSS' purpose, vision and values in a personal and professional capacity.

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, sub-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, to place their interests as the focus of discussion and debate.
7. To develop, approve and oversee CHSS' strategic direction and ensure that the organisation is fulfilling the strategic objectives and values, 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 & Board sub-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 sub-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 staff.

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Other organisational information

Sub-committees

These exist to serve the Board, enabling it to maintain effective oversight and make well-grounded decisions. They help the Board be effective by freeing up time on the Board agenda, extending the capacity of the Board to look at issues in detail and providing assurance and a flow of ideas.

Audit & Risk Committee (ARC):

The ARC's primary purpose is to support the Board in meeting their responsibilities by providing independent oversight of the charity's systems of internal control, risk management, financial and non-financial reporting, and through supervision of the quality, independence and effectiveness of both internal and external auditors.

Finance Committee (FC):

The FC has responsibility for directing and monitoring the financial and business functions of the charity, including those provided by CHSA Trading Limited.

Nominations & Remuneration Committee (NRC):

The NRC is responsible for identifying and nominating candidates for ratification to fill Board vacancies as and when they occur, reviewing the structure, size and composition of the Board, including skills, knowledge, experience and diversity, and make recommendations to the Board with regard to any changes. The NRC is also responsible for governance for pay decisions below Chief Executive level and considering Chief Executive pay levels.

People Governance Committee (PGC):

The PGC's primary purpose is to ensure CHSS acts as an exemplary organisation for colleagues and volunteers, by developing and delivering the optimal colleague and volunteer experience.



Mike Smith
Living with Covid

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Time commitment

Time commitment

On average, trustees are expected to undertake the following:

- A comprehensive induction and ongoing trustee development programme
- Six Board meetings a year (the last Thursday in January, March, May, July and September, 16.00-18.00, held online and/or in Edinburgh; an all-day Annual General Meeting and Board on the last Thursday in November, held online and/or in Edinburgh) and Board development sessions
- To sit on at least one Board sub-committee, with an average of four to six meetings a year per sub-committee.
- Regular review meetings with the Chair and Chief Executive
- Visits to CHSS services, Peer Support Groups and shops.
- To promote, attend and support CHSS events.
- To represent CHSS at external events

How to apply

How to apply:

By 3/7/23, please send the following to trustee.recruitment@chss.org.uk:

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

Interviews will be held in July and August. Successful candidates will be invited to attend the September Board before having their appointment ratified at the November Annual General Meeting.



John Todd
Heart attack survivor

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For more information on CHSS
in general, please contact:

Chest Heart & Stroke Scotland

2nd Floor
Hanover House,
80 Hanover Street
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Tel: 0131 225 6963

Web: www.chss.org.uk



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Registered with and regulated by the Office of the Scottish Charity Regulator (no. SC018761)
Chest Heart & Stroke Scotland is a wholly Scottish charity. It also operates as CHSS and is
registered in Scotland as a company limited by guarantee, no. SC129114.

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