



Trustee

Recruitment Pack



NO LIFE HALF LIVED

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.

Letter from our Chair, Jim Gibson

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 leading our efforts to help people live life to the full and ensure there's No Life Half Lived in Scotland.

Chest Heart & Stroke Scotland is the country's largest charity offering care and support to people with chest, heart and stroke conditions. Our network of stroke nurses, rehabilitation support workers, peer support volunteers and researchers help people across Scotland regain their confidence and rebuild their lives.

It's an important time to join us. We have recently launched our No Life Half Lived strategy, with an ambitious plan to develop new services, increase our reach and significantly increase our income.

We hope to receive applications from a wide range of talented people irrespective of their religion or belief, gender, age, gender identity, disability, sexual orientation, ethnic origin, political belief, relationship status or caring responsibilities.

We have recently undergone a governance review and whilst all applications are appreciated, we particularly welcome applications from groups currently under-represented on our Board:

- People with lived experience of our conditions
- Women
- People from Black & Minority Ethnic backgrounds
- People under fifty
- People with disabilities.



Jim Gibson

Chair,
Chest Heart & Stroke
Scotland

We are recruiting up to five positions and would be particularly interested in people with one or more of the following areas of knowledge, skills & experience:

- Lived experience of our conditions
- Business & commercial development
- Health & safety
- Health & social care
- Fundraising
- Retail
- Legal
- Marketing & public relations
- Volunteer recruitment & support

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





GETTING IN TOUCH FOR MORE INFORMATION

Thank you for your interest in CHSS' Trustee vacancies. We hope you find the following informative. If you would like a conversation with the Chair or the Chief Executive before applying, or more information generally, please email trustee.recruitment@chss.org.uk or call **0131 225 6963**.

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 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:

- **Agile:** we will be able to adapt to the needs of our people and the environment we work in.
- **Innovative:** we will look for improvement in what we currently do and be creative in developing new services.
- **Inclusive:** we will adopt a human rights based approach to our work and ensure we are accessible.
- **Accountable:** we will take ownership for our work and hold decision-makers to their responsibilities.
- **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:

<https://www.chss.org.uk/>

Find our annual, impact and strategic reports at:

<https://www.chss.org.uk/us/annual-report-accounts/>

<https://www.chss.org.uk/documents/2018/12/chss-impact-report-2018.pdf>

<https://www.chss.org.uk/documents/2018/12/strategic-report-2018.pdf>

TRUSTEE RECRUITMENT

We are seeking to recruit up to five Trustees, following retirements in November 2019. CHSS' Board consists of up to twelve Trustees, excluding the 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: <https://www.chss.org.uk/documents/2019/02/articles-of-association-pdf.pdf>

We hope to receive applications from a wide range of talented people irrespective of their religion or belief, gender, age, gender identity, disability, sexual orientation, ethnic origin, political belief, relationship status or caring responsibilities. We have recently undergone a governance review and whilst all applications are appreciated, we particularly welcome applications from groups currently under-represented on our Board:

- People with lived experience of our conditions
- Women
- People from Black & Minority Ethnic backgrounds
- People under fifty
- People with disabilities.

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.

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

A priority 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. 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
- Business & commercial development
- Health & safety
- Health & social care
- Income generation, fundraising & retail development
- Legal
- Marketing & public relations
- Safeguarding
- Volunteer recruitment & support

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 with dignity, respect and equality. 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.

DATA PROTECTION AND 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
- Four Board meetings a year (the last Thursday in January, March, July & September, 16.00-18.00, held in Edinburgh)
- Two all-day meetings a year (the last Thursday in May and November, held 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

REMUNERATION

Whilst the role is unpaid, reasonable authorised expenses will be paid in line with our policy.

RECRUITMENT TIMETABLE

Applications open	w/c 12/8/19
Closing date for applications	30/8/19
Candidates advised of their application outcome	w/c 30/9/19
Interviews with the Nominations Committee	17/10/19, 22/10/19 & 29/10/19
Candidates advised of their application outcome	w/b 18/11/19
Recommendation to appoint to the Board	November AGM – 28/11/19
Candidates advised and Board induction process begins	December 2019
First Board meeting	30/1/20

HOW TO APPLY

By 30/8/19, please submit the following:

- A CV
- A supporting statement no more than two pages long, 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.
- The names and contact details of two referees (one professional, one personal)

Applications should be submitted to:

Kath Dorman-Jackson
CHSS
Third Floor, Rosebery House
9 Haymarket Terrace
Edinburgh
EH12 5EZ

or trustee.recruitment@chss.org.uk



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www.chss.org.uk