

Chest
Heart &
Stroke
Scotland



TRUSTEE RECRUITMENT

INFORMATION PACK

Letter from our Chair, Colin Briggs

Thank you so much for your interest in joining Chest Heart & Stroke Scotland's team of trustees. Right now, one in five of Scotland's population is living with a chest, heart or stroke condition or Long Covid. Too many are struggling alone, frightened about the future and we're determined to change that.

CHSS is one of Scotland's largest health charity offering care and support to people living with chest, heart and stroke conditions and Long Covid. We believe that every person with our conditions should have access to quality, supported self management and community recovery and our strategy for 2023-2028 outlines how we will deliver this.

We employ over 300 staff and benefit from the support of thousands of volunteers across Scotland. Our turnover in financial year 24/25 was £15m. We are ambitious in our aims but confident that with our dedicated teams of staff and volunteers we can achieve them. Together we make a real impact on people's lives and are passionate in what we do.

In becoming a trustee you will be leading our efforts to ensure there is No Life Half Lived in Scotland and ensure that CHSS is best placed to meet our strategic goal of No Life Half Lived. You'll be joining us at an exciting time as we embark on the second year of our new strategy.

Our trustees are a passionate group of committed volunteers. Whether they have lived experience of our conditions or an understanding of the professional context CHSS operates in, they are committed to ensuring CHSS delivers for the people we support. You'll be able to influence important strategic, financial and policy decisions while closely collaborating with the Chief Executive and Directors. You will also have the chance to sit on a sub-committee of the Board.

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.



All new trustees will be supported through a comprehensive induction and ongoing trustee development programme to learn about CHSS and the people we support.

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NO LIFE HALF LIVED

Letter from our Chair, Colin Briggs

We wish to further enhance the skills on our Board in relation to charity management and governance, charity law and compliance, community engagement and campaigns and advocacy, as well as strengthening our People Governance Committee membership. Therefore, in this recruitment we are particularly interested in hearing from you if you have operated in a senior leadership position in the third sector. You can find more information on our Trustee role profile on pages 7 and 8 of this pack.

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.

Colin Briggs

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...

WE'RE HERE FOR PEOPLE LIKE MARGARET

Margaret, 60, has had three mini strokes or TIAs since September 2021. No longer able to do a demanding job in education, she felt left in limbo, caught in the gap between NHS care and what would come next.

"When I was discharged from hospital, I was so scared. There was no one to ask what would happen next. I was scared to sleep – would I waken up in the morning? It was a very scary time not just for me but for my family too.

"Things changed from the moment Chest Heart & Stroke Scotland stepped into my life at the time when the NHS had stepped back.

"I would not have recovered as well or looked forward to what life has in store for me if they hadn't been there to encourage, help and support me."



WE'RE HERE FOR PEOPLE LIKE JOHN

Lifesaving is not a word John bandies about easily. But when he speaks of the support he received from our Advice Line after having a heart attack, it's the one that comes readily to mind.

"What CHSS has done for me has been absolutely massive. It's been incredible. Lifesaving is the word coming into my head, and it sounds over-dramatic, but CHSS has been so vital to my recovery.

"I was so desperate for help. I was really weak and in constant pain, and everyday tasks were beyond me. When Tracey first phoned me, it was perfect timing and a trigger just to open up and share my feelings. I was so desperate for support, and some of the things she gave me – coping mechanisms and therapy guides – I still use today."



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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, heart or stroke condition or Long Covid, 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 and Long Covid affect at least 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.

Our recent One in Five report tells us that people who received our services rate their health higher than those who have not. We are committed to delivering our [Community Healthcare Support Service](#) so that we can be there for the people who need us. This Community Healthcare Support Service model is a quality supported self management and community recovery model that is informed by expertise and the latest research - and most importantly, by people with our conditions.

We are using our entrepreneurial talents to generate income to develop new services. 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.



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OUR MISSION:

Every person with our conditions should have access to quality supported self management and community recovery. We will deliver an approach to this that is designed by people with our conditions and puts what matters to them at the heart of everything we do. We will work to develop the partnerships that will enable this to be available across Scotland.

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.

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.
- **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.
- **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.



FOR MORE INFORMATION ON NO LIFE HALF LIVED, SEE:

[No Life Half Lived Strategy 2023-28](#)

[Five Year Impact Report 2018-2023](#)

[Read our annual reports and annual impact reports](#)

[Our Services and Support](#)

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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

We are specifically interested in applications from people with a good understanding of the third sector and the following skills and experience:

- Charity law and compliance
- Charity management
- Community engagement
- Campaigns and advocacy

To increase diversity of thought, experience, discussion and ideas of the Board, we would be particularly interested in receiving applications from 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.

Being a trustee is a responsible role to hold and will require a level of commitment of at least four Board meetings, four Board sub-committee meetings a year (online/in-person/hybrid), four in person development days, 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.

Finance, Audit & Risk Committee (FARC):

The FARC has responsibility for directing and monitoring the financial and business functions of the charity, including those provided by CHSA Trading Limited. It supports the Board in meeting their responsibilities by providing 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.

Nominations & Remuneration Committee (NRC):

The NRC is responsible for identifying and nominating candidates for ratification to fill Board vacancies as and when they occur. It is also responsible for the 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

Time commitment



On average, trustees are expected to undertake the following:

- A comprehensive induction.
- Ongoing trustee development programme including one to two online evening trainings sessions a year.
- Four Board meetings a year (the last Thursday in February, May and August, 16.00-18.00, held online and/or in Edinburgh; an Annual General Meeting and Board on the last Thursday in November, held online and/or in Edinburgh).
- Three in-person Board strategy and development sessions a year (held on a Saturday, a mixture of half days and full days).
- To sit on the People Governance sub-committee, with an average of two meetings a year.
- 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.

This equates to a time commitment of, on average, one day per month.

How to apply

How to apply:

By Friday 13th March 2026 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 on MS Teams on the evenings of the 26th March and 2nd April 2026. Successful candidates will be co-opted at the May Board, **before having their appointment ratified at the November Annual General Meeting.**

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Trustee recruitment



Thank you for your interest in our trustee vacancies. We hope you found the information provided useful. If you would like a conversation before applying, or more information generally, please contact trustee.recruitment@chss.org.uk, and we will arrange a time for you to speak to the Chair or Chief Executive.

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 and require two references.

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For more information on CHSS
in general, please contact:

Chest Heart & Stroke Scotland

2nd Floor
Hanover House,
80 Hanover Street
Edinburgh, EH2 1EL

Tel: 0131 225 6963

Web: www.chss.org.uk

