



**St Vincent's  
Hospice**

*the little hospice with the big heart*

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Midton Road, Howwood, PA9 1AF

# St Vincent's Hospice Trustee Recruitment Pack

[www.stvincentshospice.org](http://www.stvincentshospice.org)

Scottish Charity Number SC006888



## Welcome from our Chair of Trustees

Welcome, and thank you so much for your interest in becoming a Trustee of St Vincent's Hospice.

St Vincent's Hospice is a vital part of the Renfrewshire and adjoining North Ayrshire communities, offering compassionate care and support to individuals and families facing life-limiting illnesses. Our dedicated team delivers high-quality palliative care, whether in our in-patient unit, through our community services, or via our day services, all aimed at enhancing the quality of life for our patients and their loved ones.

We are incredibly proud of the work we do and our ongoing commitment to ensure everyone in need of our support can access it. We are now at a transformational stage in our journey as we plan the next phase of our development, focused on broadening our reach and strengthening the impact of our services.

To help guide us on this journey, we are looking to appoint new Trustees who share our vision and passion for the community. In particular, we are seeking individuals with experience in healthcare, governance, retail or fundraising, and those who are enthusiastic about shaping the future of our hospice. We are also committed to enhancing the diversity of our Board and would particularly welcome applications from candidates with a range of perspectives, experiences, and backgrounds, especially those underrepresented in governance roles.

This is an exciting time to join St Vincent's Hospice as we work towards expanding our services, fostering partnerships, and ensuring the sustainability of our organisation for future generations. By becoming a Trustee, you will have the opportunity to make a significant difference in the lives of those we serve and help ensure our hospice continues to thrive.

Thank you once again for considering this role. We look forward to hearing from you and potentially welcoming you to our Board.

Warm regards,

**Sharon Adamson**

Chair of Trustees

St Vincent's Hospice

# About St Vincent's Hospice

## Our Mission, Vision, and Core Values






St Vincent's Hospice is committed to providing compassionate, specialist care for people living with life-limiting conditions, as well as supporting their families. Our mission is to enhance the quality of life for patients while empowering families and carers during challenging times.

We strive to deliver care that upholds dignity, respect, and kindness, ensuring our patients and their loved ones receive the physical, emotional, and spiritual support they need. Our core values of compassion, integrity, and excellence are embedded in everything we do, from patient care to our work in the community.

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## Services We Provide

St Vincent's Hospice offers a range of specialist services, including:

-  **Specialist Palliative Care:** Providing symptom management, pain relief, and holistic care tailored to the needs of each patient.
  -  **In-Patient Care:** We provide round-the-clock care in our hospice; symptom management, respite and end of life care ensuring comfort and dignity for those nearing the end of life.
  -  **Community Care:** Our teams work with patients in their homes, offering support to individuals who wish to remain in a familiar environment.
  -  **Day Services:** Offering therapeutic support, social interaction, and activities that enhance the wellbeing of our patients.
  -  **Family Support:** Emotional, psychological, and practical support for families and carers, including bereavement counselling and group sessions.
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## Achievements and Impact

Over the years, St Vincent's Hospice has made a significant impact on the lives of our patients and their families.

Our dedicated staff and volunteers continue to go above and beyond, helping us receive positive feedback from both patients and their loved ones. The hospice is proud to be a valued part of the local community, providing care that goes beyond just medical needs, touching lives in profound ways.

# Future Strategic Objectives

Looking ahead, St Vincent's Hospice is focused on expanding its reach and ensuring access to palliative care for all who need it. Our future objectives include:



**Expanding community services** to reach more patients in their own homes and underserved areas.



**Developing new therapies and support services** for patients and families, including wellness programs.



**Strengthening partnerships** with local healthcare providers to ensure coordinated and comprehensive care.



**Sustainability initiatives** to secure our long-term financial health while continuing to provide high-quality care.

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## Financial Health and Sources of Income

St Vincent's Hospice relies on the generosity of our supporters to maintain and expand our services. Our funding comes from a variety of sources, including:

**Donations:** Contributions from individuals, families, and businesses in the community.

**Grants:** Support from trusts, foundations, and government bodies.

**Retail Operations:** Income generated from our charity shops located throughout Renfrewshire.

**Fundraising Events:** A wide range of events, including sponsored activities, community challenges, and hospice-led events.

Through careful financial management, St Vincent's Hospice remains in a stable position, allowing us to invest in future growth while continuing to provide essential services to those who need it most.





## **The Role of the Board of Trustees**

**The Board of Trustees is the governing body of St Vincent's Hospice.**

The Board of Trustees is the governing body of St Vincent's Hospice. It plays a crucial role in providing oversight, strategic direction, support, and constructive challenge to the organisation, its staff, and the Executive Team. The Board's primary responsibility is to focus on the hospice's strategy and performance, ensuring that St Vincent's Hospice is fulfilling its charitable objectives effectively and sustainably.

Trustees hold ultimate responsibility for the hospice's financial health, assets, and reputation. They are expected to act with integrity and demonstrate accountability in all decisions, even in challenging or sensitive situations. Trustees must maintain the trust and respect of patients, families, staff, and the broader community by upholding the values and mission of St Vincent's Hospice.

## **Constitution**

St Vincent's Hospice is a registered charity and a company limited by guarantee. We are governed by charity, trust, and company law, and operate according to our Articles of Association. These were last reviewed and approved in 2003.

# Trustee Role Description and Person Specification

## Duration

Trustees are appointed for an initial term of three years in accordance with the Articles of Association. At the end of their term, Trustees can be re-elected, subject to discussion with the Chief Executive, Chair and the Board regarding their reappointment.

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## Time Commitment

Trustees are expected to attend quarterly Board meetings and the Annual General Meeting (AGM), all of which are held at the hospice. In addition to these commitments, Trustees will chair or be co-opted onto one of the hospice's quarterly sub-committees, which include Staff, Finance, and Clinical. Participation in these sub-committees is essential to provide oversight and support in these key areas, ensuring the hospice's effective operation and strategic goals are met.

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## Remuneration

The position of Trustee is a voluntary role, though reasonable expenses incurred in carrying out Trustee duties will be reimbursed in line with the hospice's policies.

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Trustees hold independent control and legal responsibility for St Vincent's Hospice. Working together as a team, they ensure the charity is led effectively and operates in the best interests of its beneficiaries. Trustees are collectively responsible for key decisions that determine how the hospice is run and how it achieves its charitable purposes.

Individual Trustees have several core duties, as outlined by the Charity Commission's guidance, "**The Essential Trustee: what you need to know, what you need to do.**" from the Charity Commission (May 2018). [<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>] **These are reflected in the role description below.**

**Key Relationships:** Chief Executive, Other Trustees, Executive Team

**Accountable To:** Chair of the Board of Trustees

# Main Responsibilities as a Trustee:

## **Ensure St Vincent's Hospice fulfils its**

**purpose:** Act in accordance with the Articles of Association and governance documents to ensure the hospice delivers public benefit and complies with charity law, company law, and relevant regulations.

## **Act in the best interests of the charity:**

Always prioritise the best interests of St Vincent's Hospice and its beneficiaries, while safeguarding the charity's values and reputation.

**Contribute to decision-making:** Use your knowledge, skills, and experience to support the Board in making informed decisions. This includes attending and actively participating in Board and sub-committee meetings, and contributing to the development of St Vincent's strategy for its clinical, operational, and support services.

## **Chair or have membership of sub-**

**committees:** As requested by the Board Chair, lead discussions and provide guidance on specific initiatives and areas of governance, such as staff, finance, or clinical matters.

## **Oversee responsible resource**

**management:** Ensure that the hospice manages its people, financial, and physical resources responsibly, maintaining a motivated workforce and financial stability.

## **Ensure compliance and accountability:**

Keep St Vincent's accountable to legislative, regulatory bodies, as well as to the public and the communities it serves.

**Support staff and volunteers:** Participate in visits to clinical and professional services to gain insights into their challenges and provide support to staff and volunteers.

## **Support fundraising and represent the**

**hospice:** Act as an ambassador for St Vincent's Hospice, supporting fundraising activities by attending events and leveraging your professional networks.

## **Collaborate with the Executive Team:**

Work in partnership with the Chief Executive and Executive Directors to ensure the effective implementation of Board decisions.

## **Participate in Board member**

**appointments:** Assist the Chief Executive and Chair in the recruitment and selection of new Trustees as required.

## **Engage in reflective performance reviews:**

Participate in an annual one-to-one discussion with the Chair to evaluate your performance, as well as the performance of the Chair and the Board.

**Maintain relevant knowledge:** Complete a comprehensive induction program upon appointment, and continue to update your knowledge to remain informed about your role and responsibilities as a Trustee.



# Specific Responsibilities of Trustees

We are seeking Trustees with expertise in key areas such as healthcare, ideally palliative care, governance, finance, retail and fundraising.

In particular, we are looking for individuals who can contribute to our strategic development and provide valuable oversight in these areas.

## Specifically, you will:

**Advise on the evaluation of proposals for new developments and innovations.**

**Leverage your professional networks to support the hospice's objectives.**

**Help ensure the teams have the resources and capabilities required to successfully implement the hospice's strategic goals.**

## How to Apply

If you share our commitment to providing exceptional care for patients and are interested in learning more about the role of Trustee at St Vincent's Hospice, we would love to hear from you. We welcome expressions of interest at any time for these vital positions.

For further information or to arrange an informal discussion, please contact Sharon Adamson, Chair of Trustees, at [sharon.adamspn@svh.co.uk](mailto:sharon.adamspn@svh.co.uk) or Gillian Green Chief Executive, at [gillian.green@svh.co.uk](mailto:gillian.green@svh.co.uk) or 01505 705635 Ext: 201.

### **To apply for the role of Trustee, please provide the following:**

- A completed application form that includes a supporting statement outlining how your skills and experience align with the role.
- A comprehensive CV detailing your key roles, experience, and achievements.
- The names and contact details of three referees.