

**Role Description**

**1. ROLE DETAILS**

**Post :**            **Trustee: Finance**

**Reports to:**    **Chair, Hospice at Home Carlisle and North Lakeland**

**2. OVERALL AIMS**

**Charity Commission UK trustee responsibilities:**

- Ensure your charity is carrying out its purposes for the public benefit
- Comply with your charity’s governing document and the law
- Act in your charity’s best interests
- Manage your charity’s resources responsibly
- Ensure your charity is accountable
- <https://www.gov.uk/guidance/charity-trustee-whats-involved>

**3. KEY AREAS**

At Hospice at Home Carlisle and North Lakeland (HHCNL) the trustee: will:

- Take overall responsibility, as a member of the Board, for the leadership of Hospice at Home Carlisle and North Lakeland (HHCNL).
- Guide and support the strategic development of HHCNL.
- Act as an ambassador in the community for HHCNL.
- Oversee the governance of all aspects of HHCNL.
- Act within the law and the governing document (Memorandum and Articles of Association) which defines the charity’s purpose.
- Oversee the provision of all services offered by HHCNL.
- Ensure adequate resources are available to support the work of HHCNL.
- Support the Senior Management Team to develop effective relationships with statutory and other non-statutory bodies and that high standards of regulatory compliance are maintained.
- Maintain confidentiality concerning Board discussions and ensure no personal interests influence conduct.
- Understand the importance of collaborative working between the Trustees, the Chief Executive, and Senior Management Team.
- Enhance collaborative working with other voluntary palliative care services in the area.

**PERSON SPECIFICATION**

**POST TITLE: Trustee**

Personal Qualities	Essential	Desirable
Commitment to Hospice at Home Carlisle and North Lakeland's vision, mission and values.	✓	
Willingness to devote the necessary time and effort to contribute fully to Board activities.	✓	
Willingness to participate in the trustee annual review process.	✓	
Willingness to undertake Bluestream training appropriate to the trustee role	✓	
Understanding of confidentiality, sensitive issues and boundaries.	✓	
Eligibility to act as a trustee in accordance with the Charity Commission rules.	✓	
Knowledge, Qualifications and Experiences	Essential	Desirable
A recognised qualification relevant to the role of the finance trustee.	✓	
Proven competence and experience of working with accounts, preparing financial reports noting income and expenditure against budget allocation and making recommendations as required.	✓	
Able to support other trustees in understanding and analysing financial reports to the board.	✓	
Understanding of the financial regulatory frameworks	✓	
Experience of working on committees		✓

Understanding of healthcare services.		✓
Experience of work or voluntary activity in an organisation serving a local community.		✓
Awareness of the principles of good governance.		✓
Understanding of the regulatory frameworks governing charities and voluntary sector organisations.		✓
<b>Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>
Ability to work as a member of a team.	✓	
Ability to think strategically	✓	
Ability to demonstrate fair, independent judgement.	✓	
Ability to communicate and work collaboratively with a wide range of people and organisations.	✓	
Ability to scrutinise, evaluate and where appropriate challenge managerial decisions.	✓	

This role description and person specification are subject to periodic review.