

# Trustee

Candidate Pack  
February 2026



Valued.



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# Trustee Vacancies

Rainbows Hospice for Children & Young People is based in Loughborough, Leicestershire, and is the only Hospice across the East Midlands that delivers a comprehensive range of support services, nursing and care for babies, children and young people with life threatening and life limiting conditions and their families.

As a Trustee for Rainbows Hospice your commitment will make a direct difference to the families we support. The work involved in being a Trustee can be demanding but is also immensely rewarding, providing both expected and unexpected opportunities for personal development.

You will be joining a multi-skilled and talented Board of Trustees, currently twelve, who have a collective responsibility to govern our work. The Board operates within its own Framework for Board and Governance which was drawn up in accordance with the Charity Governance Code. They ensure that Rainbows is well managed, delivers on its promises, and continues to demonstrate good governance and excellence in all areas of our operation. The rewards of working with, and learning from, people of different backgrounds and skills will be great.

You will help us plan and fulfil our strategic future and make policy decisions to ensure we are accountable to our families, our supporters, the Charity Commission and the public in general.

The demand for our service continues to grow and we are committed to remain a centre of excellence, we need excellent skills of committed individuals who can help us grow the service we offer. The best Boards are diverse, with people who have a real understanding of the needs to be met and others who have specific skills and knowledge that can complement that.

Rainbows supports babies, children, young people and their families from many multi-cultural and multi-ethnic communities across the East Midlands. We welcome applications reflective of the region and rich diversity of the communities we serve.



# Welcome

## Letter from our Chair of Trustees

### Dear Applicant

### Thank you for your interest in becoming a Trustee for Rainbows Hospice for Babies, Children and Young People

This pack of information has been put together to provide you with an overview of the role of the Board of Trustees and provide you with details of the roles and the skills and backgrounds required by the trust.

Rainbows has performed phenomenally well in recent years and has earned an Outstanding rating by the Care Quality Commission, and a reputation for excellence in children's palliative care that goes beyond the geographical boundaries of the areas we cover.

Since 1994, the Hospice has grown and developed to provide a holistic range of support services and care that go way beyond the immediate needs of the individual child or young person. Life-limiting and life-threatening conditions impact upon numerous lives and our aim is to be there when we are needed.

Change is inevitable and the Hospice now operates in a different world than the one that existed when it first opened its doors in 1994. Post-recession, the economic realities we all live in demand ever increasingly efficient and dynamic approaches to service delivery for a Hospice like Rainbows.

People change too. We have been fortunate indeed to have benefitted from the innumerable people who have supported the Hospice over the years, which includes our donors, volunteers, health professionals, staff and Trustees; it has truly been a team effort.

As we embark on our next three-year strategy, the stage is set for the Board of Trustees, along with the Senior Leadership Team, to lead Rainbows on to even greater success.

**Paul Stothard**

**Chair of Trustees**

# A brief history of Rainbows

## **Over 25-years ago:**

Harry and Gail Moore stood in a field overlooking the Charnwood Forest and thought it would be the ideal place to build a hospice for children.

## **Within two years:**

The funds needed to build Rainbows were raised and construction work started at our site in Loughborough.

## **1994/1995:**

His Royal Highness, The Prince of Wales, officially opened our brand new six-bed Hospice.

## **2010:**

Our donors funded the building of a further six beds, Therapy Wing and Conference Facilities.

## **2016/2019:**

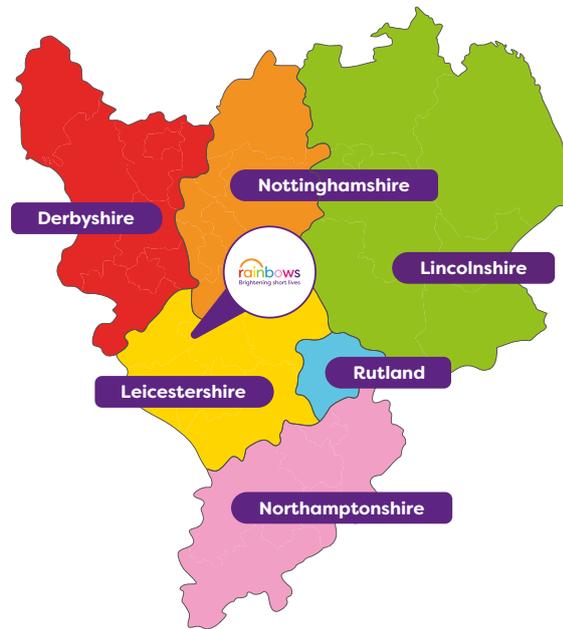
We were assessed as "Outstanding" by the Care Quality Commission. We also embarked on the next three-year strategy.

## **2020/2025:**

Extending Rainbows' reach to provide equitable care and support to families in whatever setting is needed. Striving to address the unmet needs of families that have a child with a serious or terminal condition throughout our region. We will do this by developing in-reach services to hospitals across the region and expanding our outreach services within the home and community.

# Why we are here

We provide care and support for babies, children and young people with serious and terminal conditions, and their whole family, across the East Midlands.



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The care we offer is wide ranging; palliative care and end of life care, symptom management, emergency care, respite and short breaks and is available in the Hospice, at home and in hospitals.

We support every child and young person to fulfil their potential, and help families make the most of every precious moment, while capturing memories and keepsakes to treasure. Our facilities and services are second-to-none, and our specialist staff are exceptional.

Which means we can give the best care, not just when it's needed, but wherever it's needed across the East Midlands, be that in our Hospice, in hospital or at home.

We're here for the whole family, offering comfort and compassion during tough times, providing the highest level of professional care until the end, and support after.

Simply put, we're here to brighten short lives, and support families, wherever they are.

# Hope's Story



“A little cold could mean the difference between our little girl surviving or not.”

This is reality for Claire and Richard Taylor, parents of two-year-old Hope.

Hope was born premature at 24 weeks due to an infection in the placenta. She was small but well and the family were told that she just needed to grow. But Hope developed Sepsis several times during her stay in Neonatal Intensive Care Unit.

Unfortunately, when Hope was seven-weeks old, doctors discovered she had Necrotizing Enterocolitis (NEC), a serious gastrointestinal problem that mostly affects premature babies. At 10-weeks-old Hope needed surgery to treat the NEC but she had a cardiac arrest during the surgery because her oxygen levels were too low. Tragically, this caused brain injury. When Hope was four-months-old, it was discovered she had Pulmonary Hypertension – a condition that affects the blood vessels in the lungs; and Patent Ductus Arteriosus (PDA) – a heart defect that can develop soon after birth and affects the way blood flows through a baby’s lungs.

Just before her first birthday, Claire and Richard discovered Rainbows Hospice for Children and Young People. Hope has three siblings, William (8), Jasmine (19) and Tyler (22). The charity has made a huge difference to the family’s lives.

Richard said: “Rainbows is somewhere we can go and do things like a normal family. We can do things like take her swimming in the Hydrotherapy Pool. Sadly, our world isn’t set up to meet the needs of a severely complex child and Rainbows is somewhere that is, and

no one stares at you. It is also somewhere for her brother, William, to enjoy. He is one of the biggest victims in all of this. He adores his baby sister, and he is going to see her die. He needs a positive experience as much as anyone and Rainbows gives him that.”

Claire added: “Everything about Rainbows is wonderful. When Hope was in hospital, Rosie, the Rainbows Music Therapist, came to neonates and was singing to Hope. Everyone came around to listen and thinking about it still makes me cry; there wasn’t a dry eye in the house and everyone loved it.”

Hope’s parents say their daughter’s life is about quality not quantity and she still needs further surgery, which may help her breathe better.

“It frightens me as the atrophy may mean she loses the ability to breathe independently anyway,” said Claire. “Her resuscitation plan says if she gets an infection, and it is to do with atrophy, that is the point we will have to say goodbye. We got to the point where we think everything is going to be fine and then she will get a little cold, which for Hope isn’t just a little cold, it is major. A little cold could be the difference between her surviving and not. And then the implications on her being in hospital again is that it is such a shame for Will. Someone is missing from the family, you are exhausted.

“But Hope is all smiles and babbling; she is not at all what they said she would be. She is beautiful. She shouts and giggles and we know when she is happy or unhappy. She is an absolute joy.”



# Mission, Vision, Purpose and Values

## Our Vision

The Rainbows Experience  
wherever you are.

We believe every baby, child, young person and their family should have the “Rainbows Experience” throughout their palliative or end-of-life care.

They should have the best possible care where choice, quality and expertise is prioritised, ensuring families can make informed decisions that are right for them. As a child nears the end of their life, they should have help and support to make treasured memories while surrounded by comfort, dignity and love. After death, they should continue to receive support and compassion as families go through bereavement and grief.

Our support and care reaches beyond the walls and locations, and we believe the Rainbows Experience should be wherever families need it to be, whether that’s at the hospice, home or in hospital.

## Our Purpose

We provide compassionate, expert palliative and end-of-life care to babies, children and young people across the East Midlands.

The unique needs of each baby, child and family are the centre of everything we do, and our mission is to support them in their most comfortable and preferred setting. Working collaboratively with other professionals and volunteers, we provide care and support and create opportunities and meaningful memories through illness, death and bereavement.



## Our Mission

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# Our values and behaviours



## One Team

We are more than a hospice. We are a team that helps families and communities to thrive. Although we do this in different ways and through different roles, everyone's contribution to the Rainbows Experience is valuable and celebrated.

**Working together:** we actively seek diverse perspectives, working collaboratively to do our best, for ourselves, the people we support, our supporters and our organisation.

**Working respectfully:** we respect the opinions and expertise of others, taking opportunities to provide and accept feedback and alternative points of view.

**Working fairly:** we make sure that we value the part that everyone plays in our success, celebrating our individual and collective strengths and working to improve when we fall short.



## People Centred

People are at the heart of what we do. We exist to support families experiencing one of the toughest challenges that life has to offer. We must be resilient, kind and compassionate, remembering that we are not alone.

**Champion well-being:** We show support, compassion, and empathy in everything that we do, because it is through taking care of ourselves that we can best care for others.

**Champion clarity:** We ensure clarity and consistency in the way we communicate, being transparent and honest, even when we do not have all the answers.

**Champion inclusivity:** We create a warm and welcoming environment for everyone, listening, without judgment, to the experience of others, offering a safe space to talk.



## Aim High

We are a diverse team made up of experts from many fields. We use this diversity and knowledge to strive for excellence in everything that we do; from the experience we provide to the communities that we support to the way we run our charity.

**Always learning:** We never accept that we know it all, demonstrating curiosity and ambition towards individual and collective learning and growth.

**Always adapting:** We make sure to adapt to the needs of our babies, children, young people and families, the latest sector research, and operational best practice.

**Always sharing:** We frequently share knowledge and data across our teams and sector, ensuring that we can be proactive and responsive, addressing challenges and continually increasing our impact.



## Own It

We make a big impact for our community and beyond. Every day we ensure a consistent, quality experience for each other and those that we support. To achieve this, we align expectations with reality and respond appropriately to different situations.

**Be committed:** We are proud of the difference that we make, as individuals and as a charity, striving to be the best we can be for ourselves, each other, and those we support.

**Be accountable:** We do not act without reason, owning our actions and decisions, and holding others to account where required and appropriate.

**Be focused:** We think about the impact of our individual, team, and organisational actions, ensuring that we prioritise the things that will make us better, even if that means doing fewer things, but doing them really well.



# Our Strategy

## Our Services

We will strive to continually improve the services that we offer to our BCYP and their families, aiming for excellence in all that we do. We will ensure that our services are relevant, innovative and responsive to changing needs.

## Research & education

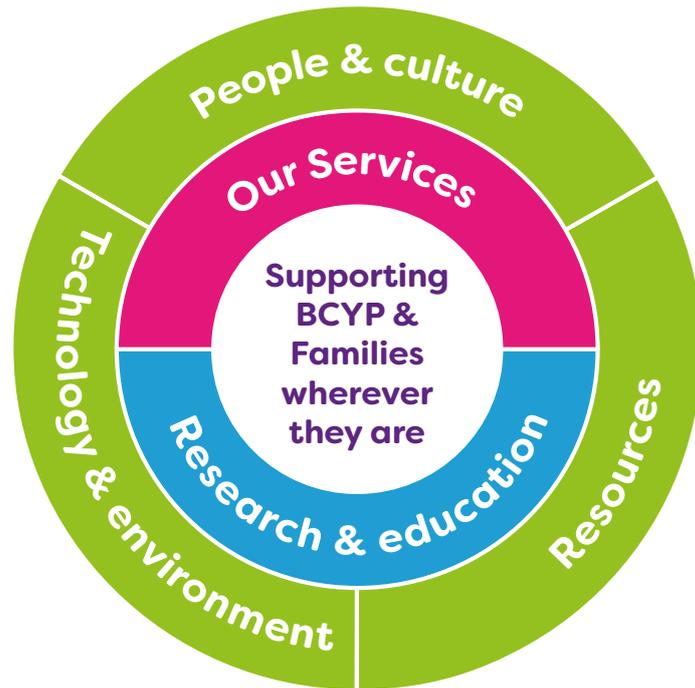
We will aim to be recognised as a Centre of Excellence for research and education in Children's Palliative Care.

## Strategic Enablers

In order to achieve this, we must ensure that we also strive for excellence in all that we do that enables these priorities to be achieved.

## People and Culture

In order to achieve our strategic priorities and to continually improve as we strive for excellence, we must ensure that our culture and workforce is fit for purpose and that we are dealing with the challenges presented by the external environment. Innovation and best practice is at the heart of this.



## Resources

Critical to achieving our priorities is our financial sustainability and ensuring that we use our resources both efficiently and effectively, including our building.

## Technology and environment

The effective use of technology can both enhance our service deliver, improve fundraising revenue and ensure that we are working efficiently and effectively. Taking our environmental responsibilities seriously is also important from an ethical perspective as well as maximising the use of our resources and enabling donor and support relationship.



# How we are funded

Funding a charity like Rainbows requires a huge effort from many people. Everything we do at Rainbows is only made possible by the thousands of dedicated supporters who fundraise or who make a donation to fund different aspects of our work. This year, care at Rainbows will cost £8.5 million.

Total income in the year grew by 10.7% from £9,549,000 to £10,569,000, which is an excellent result in the current climate.

All of our supporters, donors, funders and volunteers are incredible and never fail to amaze us with their dedication and commitment to helping the children, young people and families that we support at Rainbows. We cannot thank enough each and every one of them for all they do and give in support of our cause.

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## How we spend our income

Total expenditure during the year increased by 20.7% from £9,104,000 to £10,987,000.

Expenditure on fundraising activities has increased to £3,503,000 from £2,784,000 in the previous year.

Overall charitable spending increased during the year from £6,320,000 to £7,484,000 and is 68% of the total expenditure for the year (2024 69%).

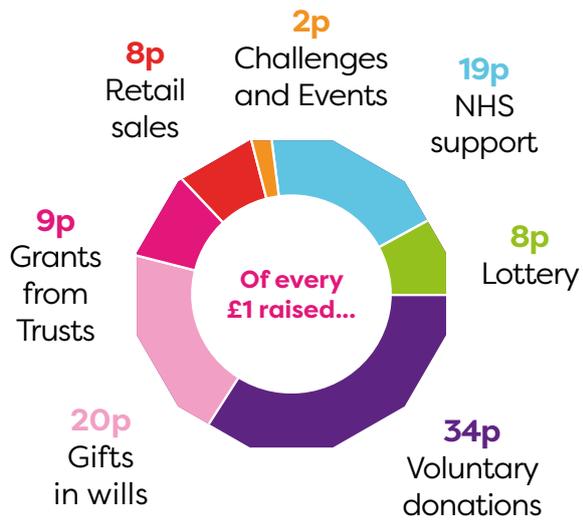
We aim to maximise the value of all donations by obtaining best value for money on all our operating costs.

We exercise restraint on pay increase costs having due regard to the economic climate and other sector awards. Cost savings are never made at the expense of the quality of care we provide.

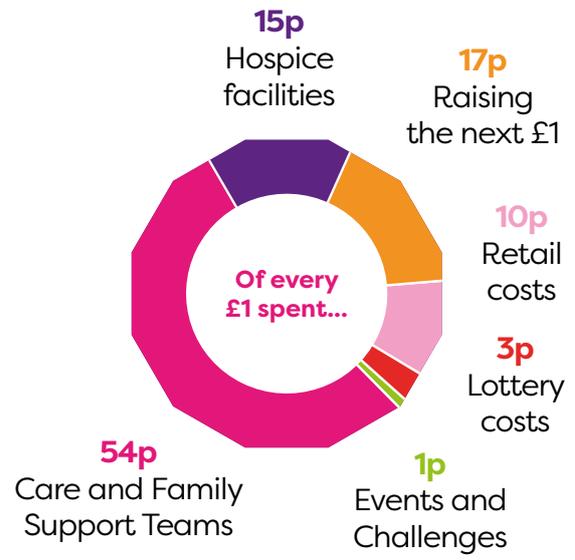
Staff employment costs were the largest item of expenditure in the year at 65% of total costs, and they represent the salaries of the care team within the Hospice and the team of staff who provide support throughout the Hospice and in the community.



**Every pound we raise is given by you:**



**Every pound we spend is spent carefully:**



# Our Board of Trustees



**Paul Stothard**

(Chair of the Board)



**Chan Kataria**

(Vice Chair)



**Angela Browning**

(Treasurer)



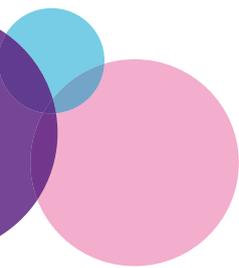
**Vijay Sharma**



**Vipal Karavadra**



**Lotte Reitveld**





**Dan Walsh**



**Dr Pate Barry**



**Dr Ruchira Bhalla**



**Jenny Halse**

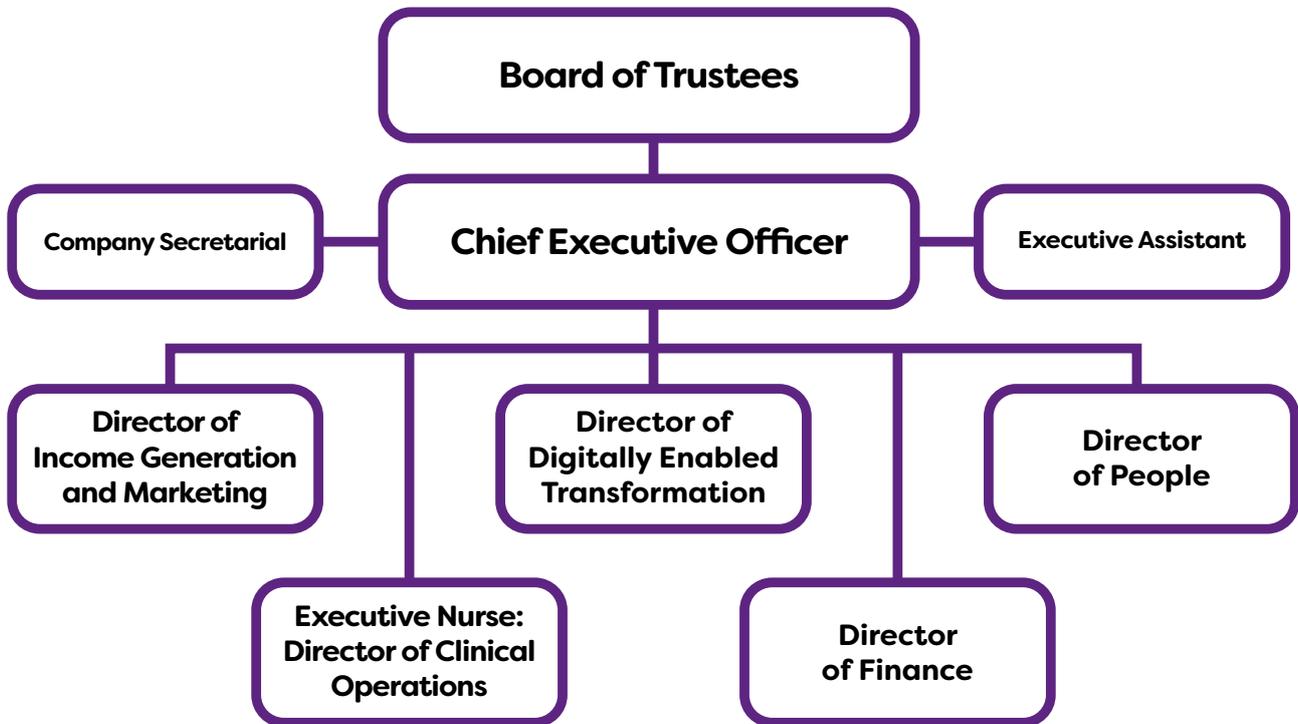


**David Scarle**



**Jason Lingard**

# Organisation Structure



## **Executive Nurse - Director of Clinical Operations:**

- Clinical Services, Family Support and Outreach
- Hospice Safeguarding
- Research/Education
- Palliative Care and Hospice@Home

## **Director of Digitally Enabled Transformation:**

- IT and Data Analysis
- Project Management

## **Director of Finance:**

- Finance and Compliance

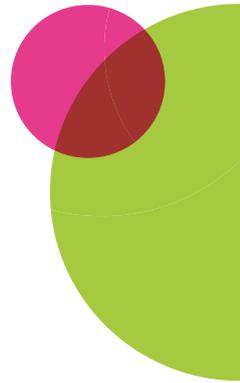
## **Director of People:**

- Deputy Executive Assistant
- Reception
- People
- Volunteers
- Estates and Facilities

## **Director of Income Generation and Marketing:**

- Relationship Fundraising
- Public Fundraising and Supporter Experience
- Retail
- Marketing and Communications

# Our Senior Leadership Team



**Jane Burns**

Chief Executive  
Officer



**Julie Taylor**

Executive Nurse:  
Director of Clinical  
Operations



**Josie Lee**

Director of Finance



**Samuel Massiah**

Director of  
Digitally Enabled  
Transformation



**Sally Benton**

Director of  
Income Generation  
and Marketing



**Julia Bates**

Director of  
People



# Role Profile

## Specific Skills for Trustee Appointments

This year we are looking for three Trustees to join our board, and have identified the following three skill areas of interest to us at this time:

### Leadership

- Proven leadership experience aligned with organisational values and culture
- Collaborative, compassionate leadership style (non-hierarchical approach)
- Ability to inspire and bring people along
- Strategic oversight experience at board level
- Senior leadership role required (e.g., Director or CEO level)

### Business/finance

- Strong understanding of charity finance to support the Director of Finance
- Broad commercial acumen beyond just retail
- Senior-level experience with a track record in innovation and growth
- Ability to contribute strategically to financial oversight and decision-making

### Strategic Income Generation/Retail

- Retail experience is essential and currently missing from the board (used to have a retail trustee on the board from Boots)
- Strategic income generation experience is desirable, though partly covered by the CEO
- Ability to challenge and support investment decisions to drive income
- Understanding of both operational and commercial aspects of retail
- Senior-level experience (e.g., Director of Retail at a large national charity like Cancer Research UK Senior Director)

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## For the longer term, we also need:

### HR/People

- Strategic and holistic understanding of HR
- Ability to provide high-level, strategic challenge
- Desirable experience in embedding culture and/or EDI (Equity, Diversity, and Inclusion)
- Senior-level expertise (e.g., Chief People Officer)
- If retired, a strong appetite for continued learning

### Governance

- Strong understanding of charity governance (especially important for Chair role)
- Holistic view of board-level processes and dynamics
- Experience at trustee level preferred
- Ability to assimilate information and provide assurance across organisational risk areas
- Knowledge of statutory and regulatory compliance requirements

### Digital

- Strategic digital transformation experience
- Direct responsibility for digital strategy (not just oversight)
- Ability to challenge and support digital transformation at board level
- Experience at or above director level in a large organisation
- Multisite experience is a helpful bonus

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**Rainbows Hospice have the exciting opportunity for an individual to take on the role of **Chair of the Board**.**

**Over the next 12 months we will also be recruiting a new Chair of the Board who will be responsible for the following areas;**

- Strong, open, and honest relationship with the CEO, providing supportive yet constructive challenge
- Compassionate leadership style aligned with organisational values
- Clear understanding of the barriers between Chair, Board, and CEO roles
- Safe and trusted partner for the CEO to share and explore ideas
- Deep knowledge of charity governance; prior chairing experience essential
- Regional reputation and strong networks, with a visible and respected presence
- Willingness to support major donor fundraising if needed – desirable
- Senior leadership background (ideally former CEO), with empathy for CEO challenges
- Sector understanding of charities is essential; health and social care experience is a bonus

**(Please do let us know if you are interested in applying for the Chair position when this becomes available).**

# Role Profile

## Responsibilities of Trustees

- To understand the Hospice's aims and objectives as set out in its governing document and ensure that it operates in accordance with them.
- To take reasonable steps to ensure the Hospice operates within the law, particularly with regard to the Charities and Companies Act.
- To read Board papers in advance and to attend Board meetings and appropriate sub - committees.
- To attend other Hospice events such as the AGM and Open Day. To attend Rainbows' events as appropriate.

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### **To contribute actively as a member of the Board maintaining a governance perspective through:**

- Ensuring that Rainbows is well managed and well governed and resources are managed effectively and responsibly.
- Understanding and acting upon financial and other monitoring information presented, and to question such information when appropriate
- Ensuring compliance with the rules and requirements set up in Rainbow's governing document, the law, statutory accounting and reporting requirements, and taking account of the guidance of the Charity Commission
- Adhering to organisational policies and procedures
- Always acting with integrity and avoiding personal conflicts of interest and misuse of charity funds or assets. Using charitable funds and assets reasonably and only in furtherance of Rainbow's objectives.
- Taking special care when investing the funds of Rainbows
- Ensuring Rainbows is solvent and remains so.
- Obtaining external professional advice on matters where there may be material risk to the Charity or where Trustees may be in breach of their duties.

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- Understanding the difference between the role the Trustees pay in governance, developing and agreeing the strategic direction of Rainbows, and that of the senior management team in applying that strategy to day to day operations.
  - Ensuring the Hospice delivers on its accountabilities both those demanded by law and those of Hospice good practice
  - Monitoring key performance indicators on a regular basis and holding the Chief Executive accountable for outcomes; and
  - Ensuring that the Chair reviews the Chief Executive's performance and development annually

- To ensure that both individually and collectively they comply with the requirements of the Framework for Board and Governance which is drawn up with the Charity Governance Code.
- To represent the Board's agreed position when speaking publicly on behalf of the organisation.
- To contribute towards an annual review of the Board's performance.
- To help to identify, recruit and induct new Board members, the Chair and the Chief Executive.
- To use specific knowledge or experience to support the Chief Executive and other staff to reach sound decisions.

This could involve scrutinising Board papers, leading discussions, focusing on key issues and providing advice and guidance as requested on new initiatives or other areas of work requiring special expertise.

- To participate, if required, in the disciplinary, grievance or other processes as required of the Hospice
- Trustees are expected to assist the Board and senior staff in promoting the Hospice and, where appropriate, in fundraising by meeting and communicating with potential supporters.

## Contact with staff

- Trustees will have the opportunity to get to know the main areas of the staff's work and to be informed about the activities and wider issues affecting each area.
- Their role is to support and motivate the staff and provide advice and guidance when requested rather than to give instruction (walk round visits).
- Trustees may be invited to Chair or attend Hospice operational meetings and training days, and are expected to attend various events throughout the year.

## Induction

- There is a process for the induction of Trustees, an information pack provided and each new Trustee is offered a specified 'buddy' who is a current Trustee on this Board.

## Training and development

- Trustees are expected to attend a Hospice Induction day
- Trustees are expected to attend appropriate Trustee training.
- Additional training may be provided and Trustees will be expected to attend
- Trustees have an annual appraisal with the Chair

## Advice

- The Trustees have access to specialist professional advice in a number of areas. The Senior Leadership Team also provide professional advice and support.

## Leadership

### Trustees:

- Should promote and support the principles of leadership by example
- Must respect the role of the Chief Executive both as leader of the Senior Leadership Team and as primary link with the Board of Trustees

## Confidentiality

Maintaining confidentiality of information relating to the Hospice and its patients and families is essential. Trustees must not at any time, disclose any confidential information about the affairs of the Hospice, patients/families or staff to any unauthorised person. Hospice staff will only disclose confidential information to Trustees for authorised purposes.

## Behaviours and values

- To promote, uphold and demonstrate the Rainbows values and behaviours
- To work actively and positively as part of the wider Hospice team, demonstrating a desire and ability to build relationships with colleagues across all teams
- To be able to manage time and projects effectively and efficiently and respond to shifting priorities and workloads with ease.
- To be proactive in seeking out support and finding new ways to encourage supporters to participate in our activities.
- To act always in a professional manner, respecting the needs of colleagues and

co-workers, working collaboratively to ensure a harmonious work environment and following our code of conduct at all time

## Safeguarding Children and Vulnerable Adults

- To comply with Hospice and Leicester City LSCB Policy, Procedures and Practice
- To follow Hospice policy regarding the management of safeguarding concerns.
- To access mandatory safeguarding training and demonstrate competence at the required level.

## Inclusion Vision Statement

At Rainbows, we are committed to building a community where everyone feels seen and valued. We are dedicated to creating an inclusive environment that embraces diverse backgrounds and perspectives. We want every person, no matter their background, to feel empowered to share their stories and ideas. By fostering respect and equity, we aim to drive innovation and make a positive impact for everyone involved. Let's collaborate, celebrate our differences, and make a lasting impact!"

## Responsibilities

- To support equality, diversity and rights of all including children, young people and their families, staff and volunteers.
- To actively promote the consultation of children/young people and families and their involvement and participation in decision-making.
- To work to the Hospice Equality and Diversity Policy.

## Health and Safety

- To carry out duties placed on Trustees by the Health and Safety at Work Act 1974.
- To comply with Health and Safety Policy.
- To take reasonable care for the Health and Safety of themselves and others who may be affected by their acts or omissions at work.
- To co-operate with the Board as far as is necessary to meet the requirements of the legislation.
- To not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in the pursuance of any of the relevant statutory provisions.
- To be aware of and adhere to current policies regarding infection control at all times.

## As a representative of the Hospice

- Adhere to the Hospice code of conduct, maintaining a high standard of personal conduct and presentation.
- To act at all times in a professional manner, respecting the needs of colleagues and co-operating to maintain a harmonious working environment.
- To carry out any reasonable duties as required by the Board.

**This role description is subject to amendment and may be changed from time to time.**

# Person Specification

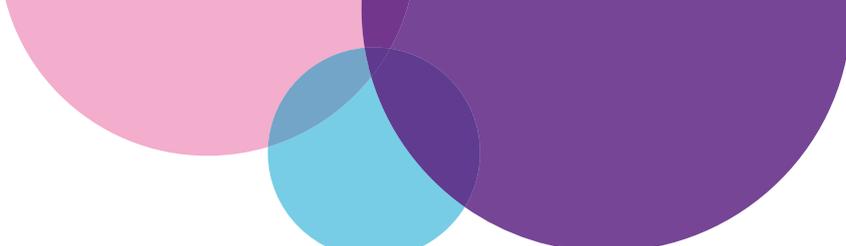
## The qualities of a Trustee will include:

- Objectivity, fairness and integrity
- A strong commitment to Rainbows' Mission, Vision and Values.
- Ability to work collaboratively among a diverse Board
- A commitment to making balanced, informed decisions
- A good understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship
- Willingness to devote the necessary time and effort to their duties as a Trustee
- Able to see the bigger picture and think creatively & strategically
- Possess sound objective judgment and a willingness to offer constructive challenges
- The ability to work effectively as a member of a team welcoming different points of view
- Applies attention to detail

- Ability to build trust and confidence with other Board members, the Senior Leadership Team and stakeholders

## Skills required as a Trustee are:

- The ability to absorb and analyse large quantities of information.
- The ability to understand information and communicate this to different audiences
- Evidence of setting goals together with monitoring and evaluating performance and programmes in commercial or non-profit organisations
- The ability to treat sensitive information confidentially
- A track record of applying a consultative supportive leadership style to include delegation for implementation to a Senior Leadership Team
- Skilled in problem solving and delivering solutions
- Experience of aligning policies/ procedures/practices to reflect ethos and values of Rainbows.



## Fit and Proper Persons Checks

- All Trustees will require a satisfactory enhanced Disclosure and Barring Service (DBS) Check
- Trustees must meet the requirements of the CQC guidance on Fit and Proper persons.

## Composition of the Board

When appointing to the Board the requirement to represent the community and to provide expertise for non-executive support to the management of the Hospice will be taken into account. The Board is expected to include all or most of the following expertise:

- **Education** - as a Deputy or Head Teacher
- **Medical/Health** - as a Consultant, Senior Nurse, Doctor or Senior Social Worker
- **Finance** - an Accounting Partner or a Banker
- **Business** - a strategist with a strong business background and experience of leading a business, preferably within the property management sector
- **PR & experience of Marketing** - using a variety of media, including digital
- **IT** - expertise in IT service development and management
- **Legal** - a Solicitor, preferably with expertise in business and/or employment law
- **Fundraising, commercial activity/retail** - someone who has commercial expertise within retail and/or expertise in fundraising

# Fit and Proper Persons

The Care Quality Commission's (CQC) requirements for fit and proper persons are outlined in Regulations 5 and 19 of the guidance for providers on meeting the fundamental standards of quality and safety within the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014.

Regulation 5 requires the Hospice to take proper steps to ensure that all directors (both executive and non-executive) and 'equivalents' are fit and proper for the role. Regulation 19 identifies that 'Persons employed for the purposes of carrying on a regulated activity must be of good character, have the qualifications, competence, skills and experience which are necessary for the work to be performed by them, and be able by reason of their health, after reasonable adjustments are made, of properly performing tasks which are intrinsic to the work for which they are employed'.

Fit and proper person checks will be carried out prior to the appointment of all Trustees

## Trustee Appointment

Following your appointment as a Trustee you will be required to join us as a member of Cope Children's Trust, which in turn activates your insurance.

## Time Requirements

There will usually be up to four Board meetings per year lasting up to three hours. In addition, one or two away-days may be held for strategic planning and Board development.

In addition to the Board meeting there are three Committees: Governance and Remuneration, Clinical Quality Assurance and Finance and Risk which meet quarterly. Board members are expected to serve on at least one of these committees and to take part in additional working groups as required.

Board members are expected to maintain a reasonable level of contact with the wider Hospice and attend various events held throughout the year, so that they understand what it is doing and feel confident about the quality of its work.

It is important that Trustees are available to attend the Board meetings and committee meetings throughout the year as well as allow sufficient time to prepare in advance of these meetings. Annual schedules of all meetings are shared with Trustees prior to the new financial year, and with plenty of notice to enable full and consistent attendance. Consideration of the time commitment required to effectively participate as a Trustee should be given prior to applying.

## Rotation of Members

Trustees are appointed for an initial term of up to three-years. This first term may be followed by an immediate re-appointment for up to two further terms of three-years.

## Conflicts of interest

There may be times when Trustees face a conflict of interests. Any such conflicts should be declared. (For example, having interests in organisations that might wish to provide services to the organisation). To minimise the risks of conflict of interest Trustees may, from time to time, be asked to complete a form covering the main areas of potential conflict.

## Trustees:

- Have a duty to declare any interests relevant to their Trustee role and to take steps to resolve any conflicts that may arise. Where private interests conflict with Trustees duties, the Trustee must resolve this conflict in favour of the Trustee role
- Must declare any financial interest in a matter under discussion and withdraw from the room unless he/she has a dispensation to speak
- Must withdraw from discussion of any matter which creates a real danger of bias
- Must declare an interest in any matter that might reasonably cause others to think it could influence their decision. He/she should state the nature of the interest but may remain in the room and participate in the discussion
- Should consult the Chair if in any doubt about the application of these rules
- It is a requirement that Trustees' interest be formally documented.

# How to apply



Valued Recruitment is working exclusively with Rainbows to recruit for their Board of Trustees. We are an ethical recruitment company, intent on hiring inclusively and transparently.

To apply, we welcome a CV and a 1-2 page covering letter detailing your interest in the role.

Please send this to

[anna@youarevalued.co.uk](mailto:anna@youarevalued.co.uk)

Accessibility is incredibly important to us here at Valued Recruitment and at Rainbows. If you would like any accessibility amendments or support throughout the application and interview stage, please don't hesitate to let us know. No question or request is too big or too small. We want this process to be comfortable and enjoyable and a chance for you to bring your best self to the process.

**Closing date for applicants:**  
9am on Monday 30 March

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**Interviews (in person): :**  
w/c Monday 13 April



We care for babies, children  
and young people in the  
East Midlands – wherever they are.

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