

Trustee Recruitment Pack



Contents

Welcome from the Chair of Trustees	2
About our Hospices	4
Chair of Trustees role and responsibilities	6
Trustee role and responsibilities	7
Terms of appointment	8
How to apply	9



Welcome from the Chair of Trustees



Dear Applicant,

Thank you for your interest in joining the Board of Trustees for Southern Hospice Group. The Group originally consisted of two Sussex hospices – Chestnut Tree House (a nurse-led children’s hospice based in Arundel) and St Barnabas House (an adult hospice based in Worthing). However, following our recent merger with Martlets (an adult hospice based in Brighton & Hove), together with Martlets Care, a subsidiary Domiciliary Care Agency, we are now the largest hospice group in Sussex and one of the largest group of hospices in the UK.

We believe the merger has and will continue to create lots of opportunities for the Group, but we also don’t underestimate the level of work and commitment that will be required to secure a successful post-merger integration, whilst simultaneously addressing the financial challenges facing both the Group and the sector.

Following the merger, the organisation is now supported by around 650 employees and 1600 volunteers and provides a broad range of services, including:

- Two adult inpatient units with one children’s residential unit
- Hospice at Home and Community teams providing care and support to people in their own homes and Care Homes
- Patient well-being teams providing physiotherapy, occupational therapy, social work and bereavement counselling
- A Domiciliary Care agency providing social care support to people in their own homes
- A dedicated fundraising team including 34 retail shops
- Corporate support teams including Finance, Payroll, HR and Estates Management

We’re looking for a new Chair of Trustees and 2 new Trustees to provide support, stretch and strategic oversight to a talented leadership team. As a Trustee, you’ll help ensure Southern Hospice Group is well-governed, financially stable, and focused on its mission to provide dignity, comfort, and choice to those with life-limiting illnesses.

You will need to have a genuine commitment to patients and the promotion of excellent hospice care services. You will also have a demonstrable track record within your profession of delivering at a strategic level.

We are specifically looking for people with a background in at least one of the following:

- Estates and Facilities
- Retail
- Commercial Development
- Clinical/Healthcare

You can read more about the role and the experience we are looking for in the Role Description section of this pack. We welcome applications from individuals with suitable experience and expertise to take on this exciting challenge.

Mike Rymer
Chair of Trustees

About our Hospices



St Barnabas House

The oldest of the three hospices, with over 50 years of providing high quality care to people at the end of life as well as support to the bereaved. Starting its life in Columbia Drive, Worthing in January 1973, St Barnabas House moved to Titnore Lane in 2011, following a successful public appeal for funding.

The 'Home Care' team, which supports people to stay at home, was established in 1984. Now, our Community Palliative Care Team supports over 1500 people annually and our Hospice at Home Team provides more than 20,000 hours of care every year and has supported around 46,000 patients and their families since opening.

The first charity shop, on Rowlands Road, was officially opened by the Mayor of Worthing in 1989, with several more opening over the years. Today we have 14 St Barnabas House charity shops across the area.



Chestnut Tree House

Since opening in 2003, Chestnut Tree House has supported over 1000 children and young people with life-limiting conditions in Sussex and South East Hampshire. Initially helping 30 children, we now care for around 300 children and young people every year.

We pride ourselves on the fun experiences children have at Chestnut Tree House. This may include being astronauts in our multi-sensory room, discovering new smells and sights in the sensory garden, bouncing high on a wheelchair trampoline or making noise in our music room.

The families of the children we support are very important to us, so we offer respite care and space to talk to people who understand. This includes visiting families at home, taking children out to explore their local community and giving tired parents and carers the chance to take a well-earned break. Then, when the time comes, we're there for children and families to provide specialist end-of-life care and ongoing support.

Chestnut Tree House has 13 retail shops across Sussex and South East Hampshire, selling a wide range and variety of products.



Martlets

The Turner Home began caring for terminally ill people in Brighton & Hove in 1935. In 1967, Coppercliff Hospice opened for cancer patients. As needs grew more complex, a merger with the MacMillan Day Hospice led to the creation of Martlets, which officially opened in 1997 at its Wayfield Avenue site in Hove. 6 months later, Hospice at Home services launched. Today, the Community Palliative Care Team support around 1,900 patients annually.

Martlets also operate 9 retail shops across Brighton and Hove, Deans and The Havens. In 2022, Martlets celebrated 25 years by renovating the hospice, to provide 14 private ensuite rooms with direct access to landscaped gardens. The modernised hospice reopened in late 2023, with the official opening taking place in May 2024.



Martlets Care

A wholly owned subsidiary of Southern Hospice Group. This domiciliary care agency began in 2007 covering Brighton & Hove and surrounding areas from Shoreham to Saltdean and as far north as Patcham.

The close-knit team of trained community-based carers, support a number of clients with a range of on-going medical conditions in the comfort of their own home.

We believe that with the right business development plans in place, there are fantastic opportunities associated with growing/upscaling this service across our geographical patch, reaching many more people, desperately in need of this popular paid for service.

Read more about us

To find out more about us and our work, please visit our websites :

www.stbh.org.uk

www.chestnut.org.uk

www.martlets.org.uk

Chair of Trustees

Role Description and Responsibilities

This is an exceptional opportunity to share your talents and expertise to make a positive difference to the lives of people served by Southern Hospice Group.

As Chair of Trustees, you'll lead the Board, ensuring effective governance and alignment with the charity's mission. You'll work closely with the CEO, chair meetings, oversee Trustee development, and act as one of the charity's key ambassador.

Key Responsibilities

- Lead the Board in setting strategy aligned with the charity's mission
- Act as the main link between the Board and CEO, offering support and performance review
- Foster an effective, inclusive, and collaborative Board environment
- Chair productive and focused Board and other ad-hoc meetings, as required
- Oversee Trustee recruitment, induction, and development
- Ensure financial stability and effective resource management
- Represent the charity externally and build key stakeholder relationships
- Ensure governance practices meet legal and regulatory standards
- Maintain regular contact with the CEO and senior leadership team

Key Skills and Attributes

- Proven leadership at Board or senior executive level, preferably with experience leading Board of governance / Board of functioning
- Proven interpersonal, communication and people skills
- Strategic vision with the ability to oversee operational delivery
- Strong knowledge of charity governance and regulations
- Thorough understanding of the NHS and Health & Social Care sector and the challenges faced by these industries
- A collaborative and supportive leadership style, with consensus-building ability
- Confidence to challenge and hold to account the Senior Leadership Team and other Board colleagues
- Able to develop a framework of collective decision-making in the best interests of the Charity
- Works with integrity and earns the respect and trust of other Board members
- Demonstrates emotional intelligence
- Demonstrable commitment to equality, diversity and inclusion
- Lives in Sussex and invested in the local area

Trustee Role Description and Responsibilities

This is an exceptional opportunity to share your talents and expertise to make a positive difference to the lives of people served by Southern Hospice Group.

As a Trustee, you'll help ensure Southern Hospice Group is well-governed, financially stable, and focused on its mission to provide dignity, comfort, and choice to those with life-limiting illnesses. This role requires strategic oversight, commitment, and a passion for our cause.

Key Responsibilities

- Provide strategic direction and contribute to the development and implementation of the charity's vision, mission, and values
- Ensure compliance with legal and regulatory requirements, including charity law
- Safeguard the charity's financial health, including budgets, expenditure and income generation
- Represent and promote Southern Hospice Group in the community
- Provide constructive challenge and support to the executive team and Chief Executive Officer (CEO) in delivering the charity's objectives
- Ensure effective risk management and oversee the charity's policies, ensuring they are up to date and fit for purpose
- Attend and contribute to board, at least one committee meeting and events, as required

Key Skills and Attributes

- Substantial senior level, strategic experience in any sector
- Experience working as part of or closely with a Board / committee
- Commercial acumen, understanding strategies to support business development and growth
- A commitment to the Group's vision, mission and values
- Sound judgement and impartiality, balancing conflicting factors and able to make objective decisions
- Proven interpersonal, communication and people skills, able to build respect and trust of other committee members
- Financial literacy and the ability to interpret budgets and financial reports
- An understanding of governance and the responsibilities of a Trustee
- Commitment to Equality, Diversity and Inclusion
- Invested in and passionate about the local community
- Passionate about hospice care
- A background in one or more of the following sectors is **essential**:
 - Retail/Commercial
 - Estates
 - Clinical / Healthcare

Terms of appointment

Remuneration

This appointment is offered on a voluntary basis. All reasonable expenses incurred on the Charity's business will be reimbursed.

Time commitment

The estimated average time commitment for the Chair of Trustees appointment is 12–15 hours per month throughout the year.

For the Trustee appointment, the average time commitment is estimated at 8-12 hours per month throughout the year.

Location

Southern Hospice Group is based at St Barnabas House, Titnore Lane, Worthing, West Sussex, BN12 6NZ. Meetings are held in person, across our 3 hospice sites and hybridly. Both the Chair and the Board are required to be present in order to fulfil obligations. This must be a consideration for candidates applying from outside the Sussex area.

Term of appointment

Three years with the possibility of extension for a further two terms of three years, for Trustee appointments. For Chair appointment, Three years with the possibility of extension for a further term of three years.

Conflict of interest

Candidates must declare any conflict of interest before and throughout their appointment as a Trustee.





How to apply

To apply, please submit a comprehensive CV together with a covering letter setting out your interest in the appointment and the specific experience you believe you can bring to Southern Hospice Group.

Mike Rymer, Chair of Trustees, would welcome an informal chat about the role.

To get in touch, please email:
mike.rymer@stbh.org.uk

If you have any queries or would like more information regarding the recruitment process, please contact Clare Thompson, People Director:
clare.thompson@stbh.org.uk

Important Dates

We are holding an open event at St Barnabas House for potential candidates to meet the Chair and other members of the Board of Trustees, as well as members of the Leadership team on **Tuesday 11 March**, from **6.15pm - 7.30pm**. If you would like to attend this, please email: **clare.thompson@stbh.org.uk**

Closing Date:

16 March 2025

Shortlisting:

18 March 2025

Interviews at St Barnabas House:

24 March 2025



St Barnabas House

2 Titnore Lane
Worthing
West Sussex
BN12 6NZ

Tel: 01903 706300
info@stbh.org.uk
www.stbarnabas-hospice.org.uk



Chestnut Tree House

Dover Lane
Arundel
West Sussex
BN18 9PX

Tel: 01903 871800
hello@chestnut-tree-house.org.uk
www.chestnut-tree-house.org.uk



Martlets Hospice

Wayfield Avenue
Hove
East Sussex
BN3 7LW

Tel: 01273 273400
www.martlets.org.uk

 www.stbh.org.uk

 www.chestnut.org.uk

 www.martlets.org.uk

Registered charity number 256789

