

Candidate Information Pack

Trustee Roles: Trustee – Finance focus

Exceptional end-of-life care for *ALL* the people you love

Welcome from the Chair of the Board of Trustees at St Helena



Dear Candidate,

Thank you for your interest in joining St Helena at this exciting moment in our history. We are just launching a new 3-year strategy, focused on growth of our specialist palliative care and bereavement support, innovation across our community services and an exciting funding model driven by sustainable growth across our income generation portfolio.

To help us thrive, we are recruiting a new Trustee:

- A financial leader, ideally holding financial qualifications, who has proven expertise in managing financial performance and risk, financial planning and governance, bringing sound judgement and the confidence to challenge and support executive decision-making

You will join a supportive, forward-thinking Board that values diverse perspectives. We need your expertise to develop resilient income streams, ensure long term sustainable planning and ultimately build the future of palliative and end of life care for the communities we serve.

I look forward to working with you to deliver hospice care that is fit for the future together.

With best wishes,

Dr Fran Hyde

Chair, Board of Trustees

Trustee commitments & time commitment



At St Helena, we help local people face incurable illness, frailty, dementia, and bereavement with dignity and compassion. As a Trustee, you will:

- Embody our values (bold, passionate, caring) in every aspect of governance and public representation
- Use your networks in philanthropy or digital sectors to unlock new opportunities and partnerships
- Provide strategic challenge, ask the right questions, and support sustainable growth
- Lead on a topic area and build a relationship with relevant teams within St Helena
- Attend monthly Board meetings and an annual development day
- Be comfortable using Microsoft Teams (used for meetings and papers)

Time commitment: at least one day per month on average

- Board meetings: in person, monthly (excluding December) - typically 5.30–8 pm
- Meeting preparation, administration, and between meeting engagement/visits
- Regular catch ups with senior managers in lead topic area
- One full development day each year

For further information or a confidential discussion, please contact:

Fran Hyde
Chair of the Board of Trustees
Fhyde@sthelena.org.uk

Or

Kate Heslegrave Co-CEO
KHeslegrave@sthelena.org.uk

About St Helena

Since 1985, St Helena has provided expert inpatient and community palliative care, coordinated via our 24/7 SinglePoint service and My Care Choices Register. We support families pre- and post-bereavement, reaching over 4,500 people each year.

Our ambitions for the future will rely on:

- Building financial resilience through diversified income (lotteries, trading arm, retail, major gifts)
- Embracing digital solutions for service delivery and donor engagement
- Deepening community partnerships to improve outcomes and extend our reach

We rely on the generosity of fundraisers, donors, volunteers, and the strategic guidance of our Trustees.

Employer statement

St Helena is an equal opportunities employer committed to a workforce representative of all backgrounds. We treat all employees and applicants fairly, valuing diversity in race, ethnicity, gender, sexuality, disability, age, religion, or belief. We are a Disability Confident Employer and undertake equality impact assessments on our services.

How to apply

To apply, please submit:

1. CV (maximum 2 A4 pages)
2. Supporting statement (maximum 2 A4 pages) addressing:
 - Your suitability for the Finance-focused Trustee role
 - Your motivation for joining St Helena and contributing to our future ambitions

Email your application to sedwards@sthelena.org.uk

Subject line: "Trustee – St Helena"

We welcome applications regardless of background or personal characteristics. All applications are considered on merit. Disabled applicants may request adjustments at any stage.

Timetable

Closing date: tbc

Interview dates: To be confirmed shortly after closing date

Role description: Trustee

Remuneration: Voluntary

Term of office: 3 years (renewable once)

Accountable to: Dr Fran Hyde, Chair of the Board of Trustees

Time commitment: Approximately one day per month

Checks: DBS check, mandatory safeguarding training, references

Core Responsibilities:

1. Ensure compliance with charity law, regulatory requirements, and our Articles of Association
2. Oversee financial sustainability, risk management, and prudent use of assets
3. Uphold duty of care: bring your professional expertise to ensure efficient, high-quality governance
4. Represent St Helena publicly, promoting our reputation and community relationships

Specific Trustee Roles & Person Specification:

Finance Trustee

- Strong financial acumen, with the ability to interpret and challenge management accounts, budgets, forecasts, and cashflow projections.
- Experience of financial governance and stewardship, ensuring effective use of funds, compliance, and financial sustainability.
- Expertise in risk identification and mitigation, particularly in relation to income volatility, cost pressures, and organisational resilience.

- Ability to provide strategic financial insight, supporting long-term planning, investment decisions, and sustainable growth.
- Confidence to constructively challenge and support executives, asking insightful questions to strengthen decision-making and accountability at board level

Personal Qualities:

- Strategic vision and independent judgement
- Strong communication, interpersonal skills, and diplomatic presence
- Commitment to St Helena's mission and values
- Willingness to devote time, speak one's mind, and work collaboratively

Compliance & governance duties

Trustees must:

- Act with integrity, avoid conflicts of interest, and protect charity funds
- Seek professional advice where there is material risk
- Ensure robust risk and reserve levels are maintained as set by the Board

We look forward to receiving your application and to working with you as we develop the future of compassionate care in north east Essex.