



# Chair of the Board Recruitment Pack

# Contents

Introduction From the Chair and Chief Executive Officer	3
About Us	4
Role Profile & Person Specification	5
Our Values	8
Our Strategic Objectives	9
Our Services	10
Our Impact	11
Our Governance Structure	12
How to Apply and Key Dates	13



## Introduction From Our Current Chair of the Board of Trustees, Carole Gibbard

### **Hello, and thank you for your interest in this role.**

In July 2025, I will be stepping down from the role of Chair of Trustees at Barnsley Hospice after almost twelve years on the Board. It has been highly rewarding, and the incoming Chair has an exciting opportunity to build on a strong platform and work with an excellent team to continue to enhance palliative and end of life care services for the people of Barnsley.

Our Chief Executive/Chief Nurse, Martine Tune, has been in post since October 2021 and following the successful recruitment of three new Trustees this year, we now have 11 Trustees on our Board. We have a dedicated team of staff and volunteers, and supportive partners who make our work possible. These collective skills and collaborative efforts propel us forward, empowering us to make a tangible impact on the lives of those we serve. We are committed to achieving the highest standards of professional practice in palliative and end of life care and continuously building a culture of **outstanding** care and services.

I will ensure there is a thorough handover and will continue to support the hospice as a lifelong advocate. I believe we have all the right ingredients for continued success. Thank you for considering joining our board as the Chair of Trustees and I hope you find as much fulfilment in being part of this fantastic organisation as I have.

We are committed to recruiting a diverse board of trustees because our board must reflect the communities we serve. Whatever your background, we will make it easy to join, participate and share your expertise in your role as Chair. Martine and I would be delighted to tell you more about the role of Chair and look forward to hearing from you.

## Introduction from our CEO/Chief Nurse, Martine Tune

### **Hello, I'm Martine, the Chief Executive/Chief Nurse of Barnsley Hospice, and I want to thank you for your interest in this role.**

This is a unique opportunity to join an incredible charity that has supported the people of Barnsley for over 30 years. Although we are a small charity, we have **ambitious plans**. We are looking for a new Chair of Trustees to lead the organisation through at least the next three years, working closely with our dynamic group of Trustees and the Executive Leadership Team to ensure the charity remains 'Outstanding'.

The new Chair will champion our work and engage with potential donors, partners and other stakeholders and enjoy taking an ambassadorial role for the charity. The new Chair will also bring experience in organisational governance and strategic leadership. As the Charity is a company limited by guarantee, all trustees are members of the company and have legal responsibilities to ensure it is well governed. The role is voluntary and therefore unpaid, but the hospice can cover any reasonable expenses that you need to help support you in your role, with prior approval. Please read on to find the Role Description and Person Specification along with more information about our organisation and details of how to apply. We look forward to receiving your application.

If you have any questions about any aspect of the organisation or the role, please don't hesitate to get in touch.

*Thank you.*



**Carole Gibbard**  
Chair of the Board of Trustees



**Martine Tune**  
CEO and Chief Nurse



## About Us

### **Barnsley Hospice provides specialist palliative and end of life care for the people of Barnsley.**

**We care for adults living with active and progressive life-limiting illnesses, including cancer, heart and lung diseases and neurological diseases such as motor neurone disease and Parkinson's disease. We are also here to support friends and family.**

At the hospice, we provide a range of services free of charge for the people of Barnsley. These include a 10-bedded inpatient unit, support and wellbeing service, counselling and bereavement support, medical outpatient appointments and more. We tailor our services to each individual and empower people to make choices about their care.

Hospice care is different for everyone, and wherever possible, we support people in the ways that work best for them.

Our aim is to help people to live as well as possible, and do the things that are important to them. We take a holistic approach to our care, helping people with pain and symptom management, and providing practical, emotional, spiritual and social support. End of life care is an important part of what we do, but we are also here to support people from earlier in their diagnosis.

As a charity, we rely on our fundraising and retail efforts and the generosity of the local community to fund our services.

Since we first opened our doors in 1994, we have grown and adapted our services, remaining focused on embracing a culture of continuous improvement and training. This is integral to helping us meet our strategic objectives and providing the highest quality of care possible.

**We are looking to recruit an outstanding, ambitious and committed Chair of the Board of Trustees to continue driving forward the strategic plans we have for this important and visible charity in Barnsley.**

**The Chair's role is outlined in the Role Profile and Person Specification. The hours required to fulfil the role can be worked flexibly, with some formal meetings and activities requiring personal attendance. The Chair is supported by an experienced and talented Board of Trustees, Executive Leadership Team and a committed team of staff and volunteers.**

# Role Profile

**Job Title:** Chair of the Board of Trustees

**Time Requirement:** The hours required to fulfil the role are worked flexibly and average around 2.5 days per month

**Accountable To:** Board of Trustees

**Responsible For:**

- Enabling the hospice to fulfil the objectives set out in the governing documents (Articles of Association and Memorandum of Agreement).
- Ensuring that the hospice's assets and resources are used for charitable purposes in line with the governing documents.
- Ensuring that the Board of Trustees and Executive Leadership Team keep to the hospice's mission, vision and values.
- Leading the Board of Trustees and Executive Leadership Team in safeguarding and promoting the reputation of the hospice.

**Role Purpose:** To provide leadership to the Board of Trustees and the Executive Leadership Team to ensure that the hospice delivers its mission, vision and core values.

## Main Duties & Responsibilities

### Strategic Leadership

- In collaboration with fellow trustees and the Executive Leadership Team, set a clear and compelling vision for the hospice.
- Hold the Board and Executive Leadership Team to account for the hospice's vision, mission, values and strategic objectives.
- Provide visible leadership to the hospice and the board of trustees ensuring that the hospice has maximum impact for all its beneficiaries.
- Promote a diverse, inclusive, forward-thinking, challenging and responsive culture with fellow trustees and the Executive Leadership Team.

### Governance and Risk

- Ensure that the hospice complies with its governing documents and all other relevant legislation or regulations and make sure the hospice pursues its objectives as defined in its Articles of Association and vision, mission, values and strategic objectives.
- Ensure that an appropriate assurance framework is in place to enable the Board of Trustees to be sighted on strategic risks, together with action plans that are in place to manage them.
- Ensure the efficient and effective use of resources, long-term financial viability and the safeguarding of assets, and gain assurance that effective mechanisms exist to ensure effective financial control.

### Trustee Support and Development

- Provide leadership, direction and support to the Board of Trustees, enabling them to fulfil their responsibilities for the overall governance and strategic direction of the hospice.
- Ensure the Board of Trustees is regularly refreshed and incorporates the right balance of skills, knowledge and experience required to govern and lead the hospice effectively.
- Encourage positive change where appropriate and resolve any conflicts within the board.
- Recruit and develop new trustees in liaison with the Executive Leadership Team.
- Play an active role in the development of all trustees, lead the induction of new trustees, ensure trustees complete all mandatory training, and provide ongoing support and mentorship to trustees.
- Conduct regular reviews with all trustees and undertake formal, annual one-to-one performance reviews with trustees.
- Ensure annual full board performance reviews are undertaken and actions arising from the reviews are implemented.

## **Partnerships**

- Act as an ambassador and spokesperson for the hospice when appropriate.
- Act as the principal link with the workforce through the Chief Executive Officer.
- Engage with external stakeholders to encourage constructive relationships.
- Safeguard and promote the good name, reputation, vision, mission and values of Barnsley Hospice.
- Act as a credible and integrated part of the hospice workforce, maintaining a visible presence at internal and external events and activities.

## **Relationship with Chief Executive Officer**

- Establish a strong, effective, open and honest working relationship with the Chief Executive Officer, ensuring that they are held to account for achieving the hospice's vision, mission, values and strategic objectives.
- Support the Chief Executive Officer whilst adhering to the boundaries which exist between the two roles.
- Conduct annual appraisals for the Chief Executive Officer in consultation with other trustees.
- Ensure the Chief Executive Officer has the opportunity for any appropriate professional development and/or external support.
- Ensure that the day to day running of the hospice is delegated to the Chief Executive Officer and the Executive Leadership Team and that there is a clear division between governance and executive/operational duties.

## **General**

- Plan and lead Board of Trustees meetings professionally, effectively and efficiently, bringing impartiality and objectivity to the decision-making process and ensure all meetings are recorded accurately.
- Communicate regularly with the two board sub-committee Chairs so that business is managed effectively and that relevant reports are received by the Board of Trustees in a clear and timely manner.
- Ensure that trustees are fully engaged and that decisions are taken in the best, long-term interests of the hospice and that the Board of Trustees takes collective ownership.

## **Additional Information**

- The Chair of the Board of Trustees is an ex officio committee member and may be required to attend Board Sub-Committee meetings on an ad hoc basis.
- The Vice Chair acts for the Chair when the Chair is not available and undertakes assignments at the request of the Chair.

*This role profile is not an exhaustive list but it shows many of the aspects to this role.*

# Person Specification

## Knowledge and Educational Achievements

- A broad knowledge of the health and charity sectors and current issues affecting them
- An understanding of the needs of the Barnsley community
- A broad understanding of charity finance issues
- A working knowledge of charity governance issues

## Experience and Work Achievements

- Working at a senior strategic, leadership level
- Successful track record of career achievements
- Working with or as part of a Board of Trustees
- Delivering presentations, managing stakeholders and external representation

## Skills and Abilities

- Strong, effective leadership skills
- Effective communication skills to bring people together
- Demonstrate tact, diplomacy and equality when dealing with all people
- Motivate the board, staff and volunteers to strive for outstanding performance

## Personal Attributes

- Demonstrate a strong and visible passion and commitment to the charity, its strategic objectives and cause
- Personal gravitas to lead an important and locally visible organisation
- Exhibit strong interpersonal and relationship-building abilities and be comfortable in an ambassadorial role
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively
- Strong networking capabilities that can be utilised for the benefit of the hospice
- Ability to foster and promote a collaborative team environment
- Ability to commit time to fulfil the role, to work flexibly and attend events out of hours

*The above factors will be assessed via applications and at interview.*



# Our Values

In 2023 we made the decision to update our values, which had been associated with the hospice for almost 30 years. We wanted our new values to drive our organisational culture, letting people know what is important to us and how they can expect us to operate. It is important that our values represent the wide range of people impacted by our activities, so we engaged with our workforce, external partners, patients and those important to them, customers and donors at our retail hub, and supporters of our fundraising events. Using their feedback, we are proud to introduce our new values and behaviours.



## AMBITION

We **aim high** and look for ways to **improve** ourselves, our services, reach more people and play a leading role.

We set high standards for ourselves and the services we provide.

We seek every opportunity to learn: from our successes and our mistakes.

We take a flexible and creative approach when seeking opportunities and solutions.



## COLLABORATION

We are **inclusive** and work in **partnership** with others to achieve shared goals and get the best outcome possible.

We value diversity in its broadest sense and take meaningful action to create an inclusive environment.

We seek out and nurture partnerships so we can achieve more together.

We are welcoming and friendly.



## COMPASSION

We are **caring** and treat everyone with **kindness** and **respect**.

We show empathy and consideration towards others.

We are genuinely caring and respectful in our interactions with others.

We are generous with our time and attention, and value the people around us.



## INTEGRITY

We are **honest**, communicate clearly and **openly**, and take **responsibility**.

We are open and honest with ourselves and others.

We are trustworthy and reliable and deliver on our promises.

We are professional and take our responsibilities seriously.



# Our Strategic Objectives

Our strategic objectives outline where we want to be by March 2026 and how we are going to get there. We have high levels of ambition and strive to be the best hospice possible for our local community. We are committed to setting and achieving the highest standards of professional practice, continuously building a culture of outstanding care and services.



## Strategic Objective 1

**We deliver outstanding care:** The care that we provide to patients and those that are important to them will be of the highest achievable quality and will be accessible for all, personal, effective and safe. It will respect their dignity and be delivered with compassion.



## Strategic Objective 2

**We are acknowledged as a centre of excellence for specialist palliative and end of life care:** We will provide a leadership role beyond our organisational boundaries in the development of innovative and outstanding palliative and end of life care research and education and its application to practice.



## Strategic Objective 3

**We will develop and sustain our financial health:** We will manage the financial health of our charity efficiently and effectively to achieve long-term sustainability whilst investing for growth and development.



## Strategic Objective 4

**We have a culture and environment where people can thrive:** We will be the employer and charity of choice in Barnsley. Our people will deliver outstanding care and services and will have an enjoyable and rewarding experience that inspires them to be the best they can be.

# Strategic Priorities

For the first year of our new strategy, 'Beyond Outstanding', we identified the following priorities, which we mapped against our strategic objectives.

- **Planning**
- **Building capability**
- **Improving our processes**
- **Equality, diversity and inclusion (EDI)**
- **Delivering value for money.**

## Our Services: An Overview

**At Barnsley Hospice, we understand the importance of providing specialist palliative and end of life care that is tailored to the individual. We take a person-centred approach to help people live as well as possible and do the things that are important to them. This means providing care and support that considers the whole person - not just their physical needs.**

Throughout 2023/24, we supported **496 people** living with life-limiting illnesses and their families and friends. This includes people who accessed care and support through our Inpatient Unit, Counselling and Bereavement service, The Orangery (wellbeing service) and medical outpatients.

**Many people do not realise the range of services we provide. These include:**



### **Inpatient Unit**

24-hour specialist care delivered by our multidisciplinary team a 10-bedded unit



### **The Orangery**

Support and wellbeing service, providing complementary therapy and facilitating a range of wellbeing groups for inpatient and outpatients



### **Social Work**

Specialist support for those living with a life-limiting illness and the people close to them



### **Physiotherapy**

Support to manage symptoms and improve mobility, facilitated by our specialist palliative care physiotherapist



### **Spiritual Support**

Providing the option to access the spiritual care and support that is right for people using our services



### **Counselling and Bereavement Support**

A safe and supportive environment for people living with a life-limiting illness, and their families and friends, to explore their feelings



### **Medical Outpatient**

Expert care delivered by our specialist consultants, both from the hospice and in the community and in people's homes



### **Pall Call**

A free helpline for people in Barnsley living with a life-limiting illness and their loved ones to access 24/7 specialist advice



### **Care in hospitals**

Supporting local hospital services to provide specialist care for people with palliative and end of life care needs

## Our Impact: A Year in Numbers

We supported

**53**

Medical Outpatients  
in 2023/24



**157**

people used our Inpatient Unit

**276**

people used our counselling services

**404**

social worker support activities  
were undertaken in 2023/2024



**539**

physiotherapy support activities  
were undertaken in 2023/2024



**432**

complementary therapy activities  
were undertaken in 2023/2024



**496**

people used our clinical  
services in 2023/24

Our counselling team carried out

**1116** contact activities

Our Orangery team carried out

**2328** contact activities

The average Inpatient  
Unit occupancy rate was

**90%**

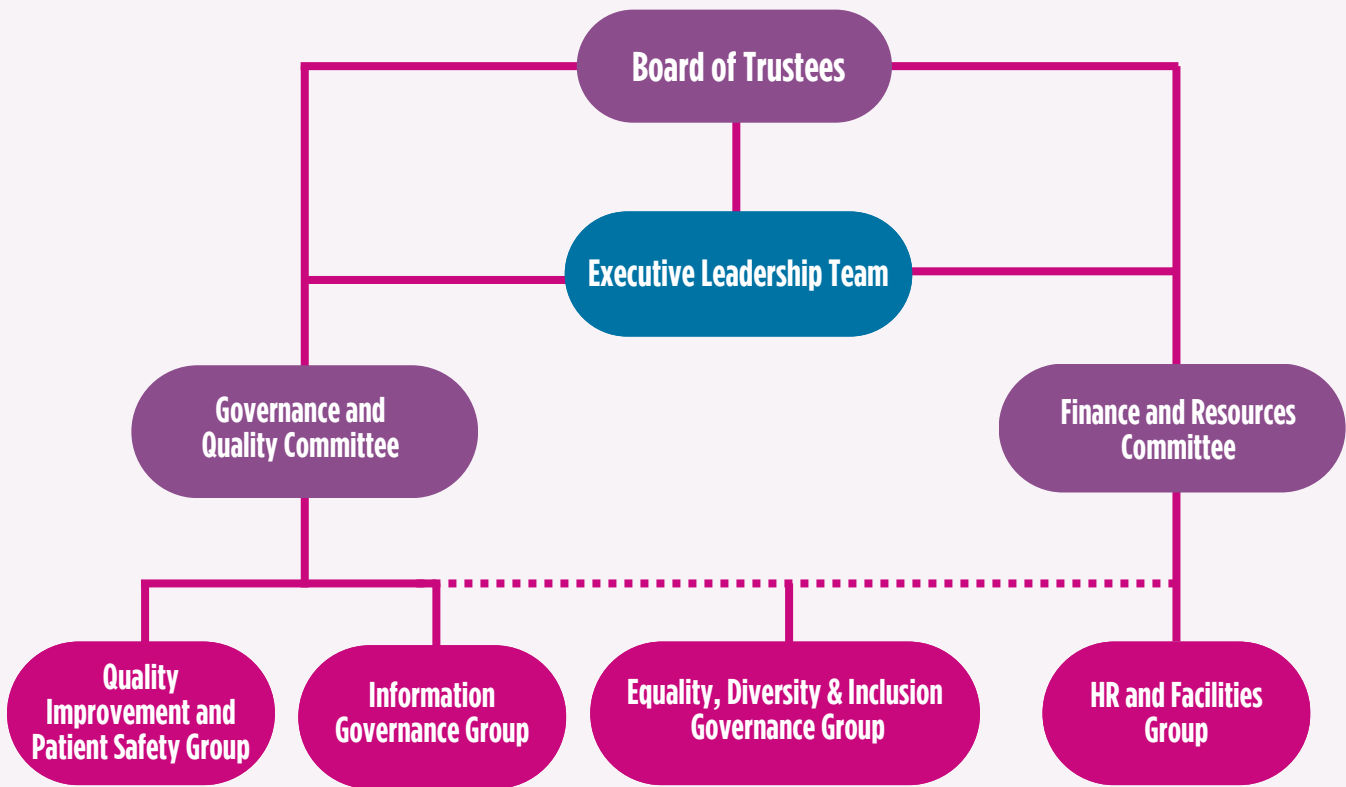
**250** people were supported by  
The Orangery in 2023/24



# Our Governance Structure

**Key**

- Trustee-led Board/Committee
- Executive-led Governance Group



# How to Apply

## Timeframes

**Closing Date:** 16 February 2025

**Interviews:** 4 March 2025

For a confidential discussion about the role, please contact either Leanne or Charlie at Charity Horizons.

Leanne Roberts – Co- Founder and Director  
leanne@charityhorizons.co.uk  
07799 465697

Charlie Mynard – Co-Founder and Director  
charlie@charityhorizons.co.uk  
07799 521685

To apply for this position please email a comprehensive CV, together with a supporting statement that demonstrates your interest in Barnsley Hospice and how your skills and experience reflect the person specification, through to [jobs@charityhorizons.co.uk](mailto:jobs@charityhorizons.co.uk). Please put the reference 'Chair – Barnsley Hospice' in the subject of your email.

Please note: If you would like to submit an application or express your interest in an alternative format, such as audio or video upload, please contact either Charlie or Leanne who will be happy to advise on this. If you require any adaptations for this initial engagement, then please do also advise.

**Barnsley Hospice** is committed to Equality, Diversity & Inclusion in all that we do and welcome applications from all sections of the community. We particularly welcome applications from Black, Asian and minority ethnic candidates, LGBTQIA+ candidates and candidates with disabilities because we are committed to increasing the representation of these groups at Barnsley Hospice.

**Charity Horizons** is an equal opportunities employer and as such actively promotes equality, diversity and inclusion in the workplace. We welcome and encourage applications from all suitable candidates irrespective of age, disability, hidden disability, race or national origin, religion or belief, gender, gender expression, political view, sexual orientation, medical condition and pregnancy.

If you would like to have an informal chat about the role with our Chair of the Board of Trustees, please liaise with Leanne or Charlie at Charity Horizons to arrange this.

For further information about us, please visit our website: [www.barnsleyhospice.org](http://www.barnsleyhospice.org)

