

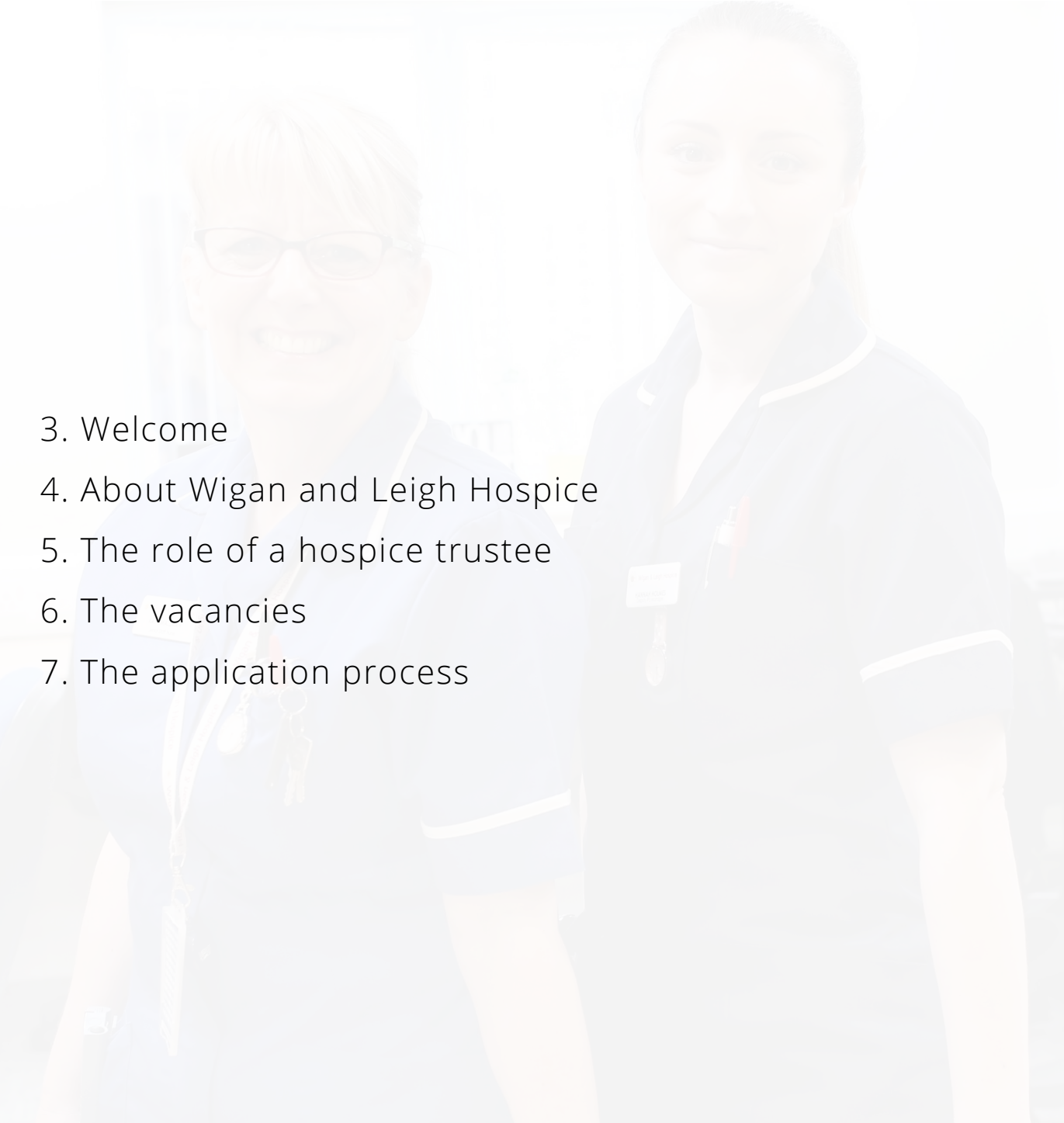


# HOSPICE TRUSTEE RECRUITMENT PACK



July 2021

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- A faded background image of two female hospice staff members. They are wearing blue short-sleeved uniforms with white piping on the cuffs and collars. The woman on the left has blonde hair and wears glasses, while the woman on the right has dark hair. Both are smiling and have name tags and lanyards around their necks.
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# WELCOME

from Pauline Payne, Chair of Trustees

Dear Candidate,

## **Appointment of Volunteer Hospice Trustee at Wigan and Leigh Hospice**

Thank you for your interest in joining Wigan and Leigh Hospice.

I am the Chair of the Board of Trustees and have volunteered at the hospice for over 25 years, the last 2 years in my current role as Chair.



Our Board is a dedicated team coming from a number of professional backgrounds who offer different skills to support all our hospice staff in maintaining a high level of service to the Wigan and Leigh communities.

We are a team with a shared passion for the very best end of life, palliative care for our patients and support for their families. Supporting and caring for people at the most difficult time of their life is very challenging but hugely rewarding.

Presently, we are keen to recruit new trustees who could offer the Board strategic support in a range of backgrounds (please see our vacancies on page 6).

Thank you for showing an interest in joining our team and we hope to hear from you soon. Should you have any questions please do not hesitate in contacting me.

Yours sincerely,  
Pauline Payne

# ABOUT WIGAN AND LEIGH HOSPICE

**Wigan and Leigh Hospice is a well-established local charity which has been operating since 1983.**

We provide a wide range of palliative care services to people with advancing life-limiting illnesses of any diagnosis and to those people important to them. The support we offer is tailored to meet individuals' physical, social, spiritual and emotional needs.

Our Hospice values **Compassion, Accessibility, Respect** and **Excellence** form the framework by which all of our services are delivered and rated by CQC as Outstanding.

The hospice has a workforce of over 700 individuals, from employees to over 600 volunteers who work across each of our hospice teams.

Clinical teams include those managing our 14-bed Inpatient Unit, to those caring for patients in their homes and a team providing education and training to other health and social care providers within the borough. Other teams provide bereavement support, counselling and complementary therapies. Our corporate teams include administration functions, workforce support and wellbeing through to the income generating teams. Income Generation is a core element of our organisation as one third of our income is statutory funded, meaning we need to raise around £10,000 a day to continue delivering our services.





# THE ROLE OF A HOSPICE TRUSTEE

**As an independent charity, Wigan and Leigh Hospice is led by a board of trustees which holds ultimate responsibility for the governance of the organisation.**

A trustee is a person appointed by the charity as a member of the board of trustees to ensure that the charity complies with its governing documents by carrying out the purposes for which it was set up and to ensure compliance with the legislation that relate to the charity's activities.

The Board offers leadership to the executive team by agreeing the broad strategic aims and direction of the hospice, it offers guidance and support and challenges where necessary. It is responsible for ensuring hospice services are safe, effective and caring and that the hospice is well-led. The Board ensures that the hospice has the necessary finances to keep operating; that risks are effectively managed and that performance across both clinical and corporate areas are properly reviewed.

The role of a hospice trustee has an ambassadorial element, in terms of representing the hospice or attending hospice events, but we understand that this has to fit in around what may already be busy schedules. The full role profile can be viewed as part of the application process (which is detailed on page 7).



# THE VACANCIES

**We are looking to appoint a selection of volunteer trustees who uphold the hospice values and can add value to our current team.**

Applications are welcome from experienced individuals with an empathy for the work of the hospice and its service users and expertise in:

- Finance (with an interest in becoming a Trustee Treasurer)
- Business/Commercial
- Legal (particularly employment law and/or health and safety)
- Marketing/Communications
- Digital Technology
- Workforce strategy

All posts require a Disclosure and Barring Services Check (DBS).



# THE APPLICATION PROCESS

**If you would like to be considered as a Trustee at Wigan and Leigh Hospice** please review the Trustee Policy and Procedure which contains the role profile and complete the application form available at **[www.wlh.org.uk](http://www.wlh.org.uk)**

Please return the form with a supporting letter to: **[hr@wlh.org.uk](mailto:hr@wlh.org.uk)**

If you would like to have an informal discussion regarding the role in the first instance please contact Ruth Blunt, HR Manager, on 01942 525566.

Upon receipt of your application we will review this and invite appropriate candidates to an interview process.

**Closing Date: 26th July 2021**

*We are committed to protect the privacy and security of your personal information. To see how we do this please visit our website and read our "Role Applicants Data Protection Compliance Statement (Privacy Notice)".*

