

Become a Trustee at Farleigh Hospice

Information and Recruitment Pack



All about us

Every day, Farleigh Hospice is here for adults living with life-limiting illnesses and their families, in mid Essex. We are proud to support people to live well until the end of their life, ensuring they are cared for with compassion, dignity and understanding.

At the heart of our work is the belief that everyone deserves outstanding, personalised, palliative and end of life care and the opportunity to experience a 'good death'. A good death means different things to different people. For some, it is being at home in familiar surroundings, supported by loved ones. For others, it is the reassurance of specialist, compassionate care within the hospice. Whatever form it takes, our role is to listen, to understand, and to ensure that care is shaped around each person's wishes, values, and sense of peace.

Farleigh Hospice provides compassionate care, support, and guidance to adults in mid Essex living with life-limiting illness, and their families. We also provide bereavement services to our patients' families and carers who need support with their grief.

Each year, we care for over 3,000 local people, in their own homes, in the community, and within our hospice, ensuring people receive personalised, high-quality care that meets their needs and wishes. Our teams of doctors, nurses and therapists help patients to manage symptoms and maintain dignity and independence, whilst also providing emotional and practical support to families and carers.

As a charity, a significant proportion of our income comes from the generosity of our local community. Whilst we receive some funding from the NHS, this covers only a portion of the true cost of delivering our specialist care. Every year, we face a substantial gap between what it costs to provide our services and the funding we receive. To bridge this gap, we rely on the kindness, dedication, and fundraising efforts of individuals, schools, community groups, and local businesses who continue to raise the vital income that makes our work possible. Thanks to this ongoing support, Farleigh Hospice can continue to be there for everyone who needs us, today and in the years ahead.

Following an inspection in January 2024, Farleigh Hospice received an overall rating of 'Good' from the Care Quality Commission (CQC). The hospice was rated as 'Good' across the key areas of safe, effective, responsive, and well-led, and achieved the highest rating of 'Outstanding' in the key area of caring.



Our Strategic Plan 2026-2029

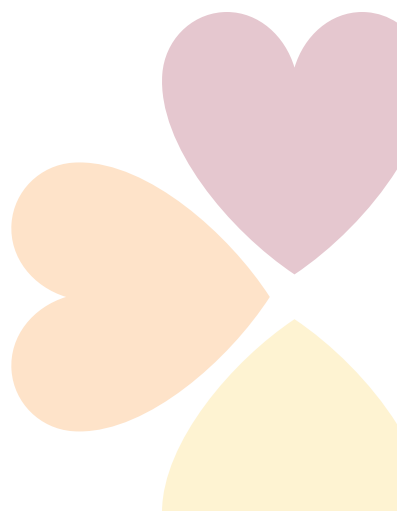
Our Strategy 2026–2029 is shaped by our commitment to making a difference, together. Our vision is rooted in what matters most to the people we support, whether that is delivering care in someone's home, within our Inpatient Unit, providing bereavement support, or welcoming visitors into our shared spaces.

Across the hospice sector, charities like ours face unprecedented pressures. Rising costs, increasing demand for services, and a more complex funding environment mean we must continually adapt, not only to survive, but to thrive.

Over the next three years, we will make important enhancements to our hospice building, including expanding our Inpatient Unit and creating more welcoming community spaces such as our café and atrium. These improvements are being made possible through capital funding and restricted grants, which can only be used for buildings and infrastructure, not for the care we provide every day.

That is why the support of our local community remains so vital. Every donation, fundraising event, gift in a Will, retail purchase, and Local Hospice Lottery subscription directly supports patient care. Your generosity helps fund the nurses at the bedside, the counsellors supporting families, and the specialist teams helping people live well at the end of life.

We are incredibly grateful for the generosity, trust, and partnership of everyone who supports Farleigh. Together, we can ensure local people continue to receive the compassionate, expert care they deserve, today and for years to come.



Our mission, vision and values

OUR VISION

Together, we create a community where every individual with a life-limiting illness is supported to live well and die well.

OUR MISSION

Supporting our community through compassionate care, collaboration and innovation to focus on what matters most to those living with a life-limiting illness.

OUR VALUES



COMPASSIONATE

We approach every person and situation with empathy, kindness, and respect. Compassion is at the heart of what we do - it shapes how we listen, how we care, and how we support one another.



INCLUSIVE

We believe everyone deserves to feel seen, heard, and valued. We welcome people from all backgrounds and ensure our care, services, and workplaces reflect the diversity of our community.



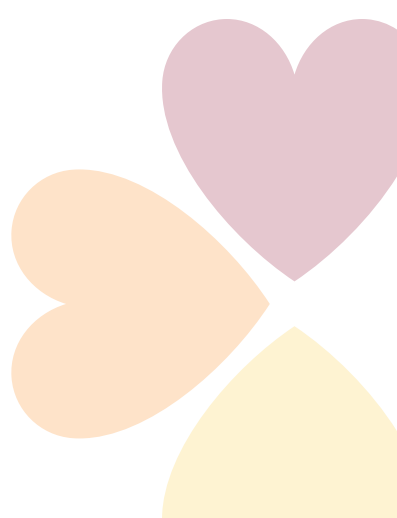
COLLABORATIVE

We know that the best care happens when we work together - with colleagues, families, volunteers, and partners across health and social care. Collaboration helps us share knowledge, strengthen relationships, and deliver the best outcomes for those we support.



RESPONSIVE

We adapt to meet the changing needs of our patients, families, and community. Being responsive means, we listen, learn, and act with agility - always striving to improve and innovate.



Our Board of Trustees

Our Board of Trustees is supported by a committee structure that helps ensure the hospice delivers its strategic objectives and meets its statutory and governance responsibilities effectively.

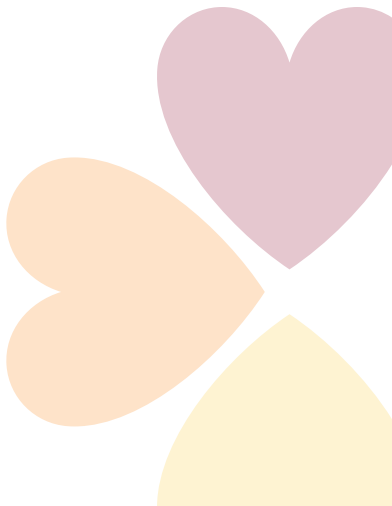
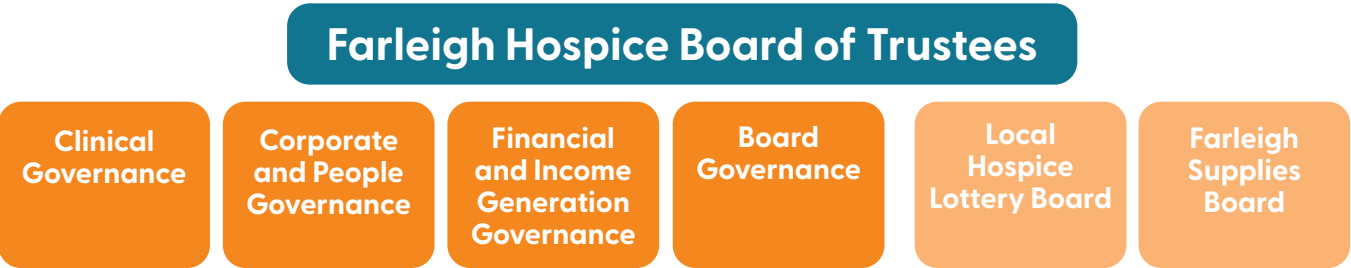
There are four standing committees, each with a specific area of focus. The Board Governance Committee oversees governance matters, including compliance with the Charity Governance Code, trustee recruitment, succession planning, and Board performance.

The Clinical Governance Committee focuses on clinical quality, safety, and patient care matters.

The Corporate & People Governance Committee oversees health, safety and environment, information governance, internal communications, and matters relating to staff and volunteers.

The Financial & Income Generation Governance Committee is responsible for financial oversight and monitoring income generation activities.

Farleigh also has two subsidiary Boards that report into the Board of Trustees: Farleigh Supplies, which oversees our commercial activities, and the Local Hospice Lottery Board.



About you

We are looking for someone who can bring:

Strategic leadership

A strong track record of leadership, strategic thinking, inclusivity, and building effective relationships.

Governance experience

Experience of serving on Boards, with an understanding of the importance of effective governance, financial oversight, accountability, compliance, risk management, and innovation.

Passion for our mission

The enthusiasm and commitment to help guide the work of the Board in delivering our mission: supporting our community through compassionate care, collaboration and innovation to focus on what matters most to those living with a life-limiting illness.

An inclusive approach

A commitment to championing diversity and ensuring our leadership reflects the communities we serve.

Collaborative working

Excellent communication skills and the ability to work collaboratively within a complex, multi-stakeholder environment.

As a member of the Board of Trustees, you will help ensure the charity remains true to its mission by providing strategic direction, governance oversight, and constructive support to the Executive Team, helping to ensure our operations remain effective, sustainable, and aligned with our values and objectives.



Trustee Role Description

Overall Purpose

The role of a Trustee is to provide leadership and oversight to the hospice, ensuring that it delivers its mission, vision and values, while remaining compliant with its governing documents and all legal and regulatory requirements.

Main Responsibilities

- To understand the hospice's aims and objectives as set out in its governing documents, and ensure the organisation operates in accordance with them.
- To take reasonable steps to ensure the hospice operates within the law, particularly in relation to Charity and Company law.
- To attend and actively contribute to Board and relevant committee meetings, as well as other hospice events such as the AGM and fundraising activities.
- To maintain a strong governance perspective by ensuring that the Board:
 - establishes the hospice's vision, strategic direction and goals
 - contributes to the development of the hospice's strategy and business plans
 - understands and acts upon financial and operational monitoring information, questioning and challenging appropriately where needed
 - defines the boundaries of management authority
 - delegates the implementation of decisions to the senior leadership team
 - ensures the hospice meets its legal, regulatory and best practice responsibilities
 - monitors key performance indicators regularly and holds the Chief Executive accountable for agreed outcomes
 - ensures the Chair carries out an annual review of the Chief Executive's performance and development
 - adheres to the Trustee Code of Conduct
- To help ensure the hospice achieves the greatest possible impact for the people and communities it supports.
- To act as an ambassador and spokesperson for the hospice when appropriate.
- To build constructive relationships with external stakeholders and partners.

Main Duties

- Work collaboratively with the Board to provide strategic leadership and direction for the hospice.
- Attend and contribute to Trustee meetings and Annual General Meetings.
- Represent the hospice at events, meetings, and within the press and broadcast media, in line with the agreed media policy.
- Undertake other ad hoc activities that support and promote the hospice's reputation, profile, and reach.

Additional Information

Trustees will usually sit on at least one committee and may occasionally be required to attend additional committee meetings on an ad hoc basis.



Conflicts of Interest

There may be occasions where Trustees face a conflict of interest. Any such conflicts must be declared. For example, this may include interests in organisations that wish to provide services to the hospice.

To minimise the risk of conflicts of interest, Trustees are required to complete a declaration covering the main areas of potential conflict. This information is recorded in a register which is reviewed and updated annually.

Confidentiality

Maintaining confidentiality relating to the hospice, and the people we support, is essential. Trustees must not disclose confidential information about the affairs of the hospice, patients and families, staff, or volunteers to any unauthorised person. Hospice staff will only share confidential information with Trustees where appropriate and necessary for authorised purposes.

Person Specification

We are looking for individuals who can demonstrate:

- A strong commitment to the hospice's mission and values.
- Previous Trustee experience and a sound understanding of governance.
- Knowledge of the Charity Governance Code and its importance within the hospice sector.
- A strong understanding of, and interest in, the issues the hospice seeks to address.
- Well-developed leadership skills.
- Strong business and financial awareness.
- Excellent interpersonal and communication skills.
- The ability to understand complex strategic issues and apply sound, independent judgement, diplomacy, and common sense.
- Political awareness and the ability to understand relationships between different stakeholders and interested parties.
- A clear understanding and acceptance of the legal duties, liabilities, and responsibilities of Trustees.
- A willingness to dedicate the time and commitment required to fulfil the role effectively.
- The ability to meet the 'fit person' criteria set out within Care Quality Commission regulations.

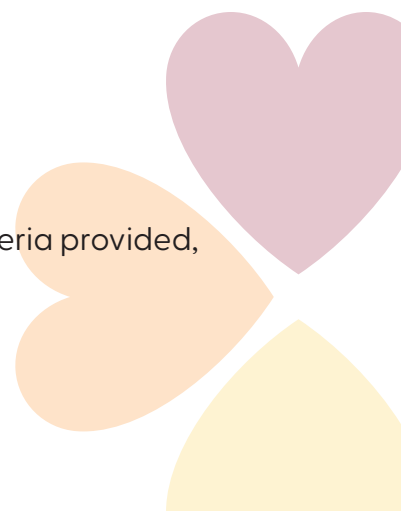
Term of Office

Trustees are appointed for an initial term of three years and may be re-elected for up to two further three-year terms, to a maximum of nine years' service.

How to Apply

To apply, please submit:

- A current CV.
- A supporting statement outlining your suitability for the role against the criteria provided, including your interest in and motivation for applying.



Applications should be sent to boardsupport@farleighhospice.org

If you would like an informal conversation with the Chair or Chief Executive about this opportunity, please contact boardsupport@farleighhospice.org

Further information about Farleigh Hospice can be found on our website www.farleighhospice.org

You may also wish to explore the following information about **Farleigh Hospice**:

- **Annual Report and Accounts**
- **Our Strategy 2026–2029**
- **Meet Our Executive Team**
- **Meet Our Trustees**

Thank you for considering becoming a Trustee at Farleigh Hospice.

By sharing your time, experience, and expertise, you can help shape the future of hospice care across our community and support people living with a life-limiting illness to focus on what matters most to them.

We are grateful for your interest in supporting our work and look forward to hearing from you.

