



**CHAIN OF HOPE
TRUSTEE APPLICATION PACK**

TRUSTEE TREASURER



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Candidate information

Closing date for applications: 31st July

Please send your application to emma@chainofhope.org

Visit <http://www.chainofhope.org/> for further information about Chain of Hope.

Message from Emma Scanlan, Chief Executive

Thank you for your interest in applying to be a Chain of Hope Trustee Treasurer. This is a voluntary role as a member of our charity's governing Trustee Board.

Chain of Hope is an international medical charity that helps children and young adults with heart disease. Established over 20 years ago by its French counterpart La Chaine de l'espoir, Chain of Hope provides medical aid for children and young adults by either bringing them to the UK for treatment or mobilizing medical teams to conduct missions to treat 10-15 patients at one time. The charity purchases medical supplies and equipment for its partner hospitals overseas and works to develop local capacity to help develop cardiac services in a handful of countries.

We collaborate with other cardiac charities around the world and partner hospitals to achieve the highest level of care possible for these young patients.

We have helped local charities in Ethiopia, Egypt, Uganda, Mozambique and Jamaica in particular. This year we hope to open the first paediatric cardiac unit in Jamaica within the grounds of the general children's hospital.

The charity is based across two office sites at the Royal Brompton Hospital and the Harley Street Clinic. Governed by a board of 7 Trustees, the current Treasurer will be standing down in 2017 after 5 years of service to the Board.

The Board is keen to widen its diversity. We would welcome applications from people from diverse backgrounds.

This is a great opportunity for the right person and we are looking for someone energetic and passionate about our work and able to support the CEO with the financial management of the charity. The role is fairly hands on with a requirement to meet in the office one day per month and report to the Board quarterly. In addition, we will require assistance with signing off payments online for larger charity expenditure. If you think you have the time and skills to advise the charity and help it through a growth period and help us implement new and more efficient finance systems, then we would like to hear from you.

Emma Scanlan

Chief Executive

Background Briefing

Trustee Treasurer - Job Description

The Organisation and role

Chain of Hope provides children suffering from life-threatening heart disease with the vital treatment they desperately need, aiming to establish locally sustainable paediatric cardiac facilities in developing and war-torn countries. Chain of Hope provides cardiac care by sending volunteer medical teams overseas to treat children in-country, enabling the local medical staff to have invaluable hands on experience. The charity also invests in equipment and infrastructure, as well as on training programmes for local medics and nurses. Chain of Hope is working to establish locally sustainable cardiac programmes in Jamaica, Ethiopia, Uganda, Egypt and Mozambique. The charity reaches children from many more countries through its UK Programme, which brings children to leading UK and European referral hospitals for open and close heart operations. The charity was founded in 1995 by Professor Sir Magdi Yacoub, OM, FRS, and is based on the principle of a 'chain' of volunteers that link together to help children in need. These vital links include medical volunteers, host families, hospital trusts and all the donors that enable the charity to bring hope for a healthy life to sick children around the world.

Chain of Hope is a registered charity in the UK no. 1081384.

Key tasks of the role:

- Play a key role in overseeing the existing finance staff and advising on developing new systems as the charity grows
- Oversee the framework of internal controls, policies, procedures and delegated responsibilities
- Report Quarterly to the Board
- Support the Finance staff in compiling the annual accounts, budgeting, cash flow and management accounts processes
- Play a key role in liaising with independent auditors
- Monitor the charity's reserves and use of funds
- Oversee the risk management framework and review the risk registers
- Develop a working knowledge of the activities, services and products of Chain of Hope
- Act as a strategic business partner for other Board members
- Ensure compliance with all legal and regulatory requirements
- Helping to define the values and strategic objectives of Chain of Hope
- Be a champion of the values of the organisation
- Provide advice and analysis to other Board members

Person Specification

Personal Traits:

- Empathetic to the values and objectives of Chain of Hope.
- Willingness to spend the required amount of time on Chain of Hope work (a minimum of one day per month).
- Energetic and committed
- Positive attitude to change 'can-do' approach – but also pragmatic and realistic
- Commercially minded
- Team player

Core Skills and Experience:

- Good communication and interpersonal skills
- Understanding of the legal responsibilities of being a Trustee and, ideally, previous experience in a similar role
- An understanding of key aspects of governance, including (but not limited to) the development of strategic plans, financial probity/transparency, risk management and the implications of conflicts of interest

Financial Skills and Experience:

- Qualified accountant
- Able to present financial information to non-financial colleagues in an appropriate manner
- Able to analyse & interpret financial statements and information in order to advise staff and trustees
- Experience of internal controls and risk management
- Experience of audit or, as an alternative, of liaising with auditors
- A knowledge of Charity SORP is desirable but not essential

You will be expected to prepare for and attend all Board meetings of Chain of Hope and Chain of Hope Services (currently 4 per entity per year).

Being a Chain of Hope Trustee

Chain of Hope is registered as a charity and a limited company. Therefore, every Trustee is also a Director of the company and has legal responsibilities as well as potential limited liabilities. A copy of the Memorandum & Articles is enclosed.

Time commitment

Trustees are expected to attend and participate in the following:

- One day per month in the office.
- Four board meetings per year
- Ad hoc 'meetings to focus on Governance issues or strategy days

There is currently one sub committee of the Board, the Executive Committee, which meets four times a year (usually 4-6pm). New Board members may be invited to serve on the Executive Committee if they have relevant skills and experience.

Board meetings are normally held in London but trustees can occasionally join by video conferencing. This is a voluntary role however we will fully reimburse travel expenses.

General trustee responsibilities:

- a) Strategic – defining and approving the organisation's strategy and values, the strategic objectives arising from these, and arriving at appropriate policy decisions to take them forward;
- b) Stewardship – to have responsibility for the organisation's assets, their presentation and exploitation, and assessing risks;
- c) Monitoring – to oversee the effective management of the organisation and its service delivery, selecting and supporting the Chief Executive, and ensuring that good human resources practice is pursued for its paid staff;
- d) Promotion of and advocacy for the organisation to external clients/partners/stakeholders;
- e) Governance – ensuring that Trustee business is effectively conducted and that the Trustees' Code of Governance is followed.

The organisation's expectation of a trustee

Members of the Board of Trustees will be expected to:

- a) Ensure the organisation complies with the law and Charity Commission requirements.
- b) Know, understand and support the organisation's mission, goals, policies, programmes, services, strengths, and needs.
- c) Support the majority decision on issues decided by the Board.
- d) Suggest possible Trustees; people of distinction and with particular skills who can make significant contributions to the work of the Board, and the organisation as a whole.
- e) Assist the organisation where appropriate by attracting potential income streams through personal influence with others (individuals, organisations, companies etc.) or by other means (donations etc.).
- f) Attend meetings regularly and prepare for them, including reading the papers submitted, and participate fully in them including by asking timely and substantive questions.
- g) Maintain independence and objectivity, and act with a sense of fairness, and personal integrity even though not necessarily obliged to do so by law or custom.
- h) Maintain the confidentiality of confidential details of the organisation's business and of Board meetings.
- i) Show appropriate respect to other trustees, staff volunteers and users of the organisation.
- j) Be fully aware of the Trustees' Code of Governance (as updated from time to time) and use all reasonable endeavours to ensure that the business of the organisation is conducted in the way required by it.
- k) Avoid pursuance of a personal agenda through membership of the Board, inappropriate relationships with management and staff and prejudiced judgements on the basis of information received from individuals instead of following established policies and grievances procedures.
- l) Avoid even the appearance of a conflict of interest, and disclose any possible conflicts to the Board in a timely fashion and in accordance with the Conflicts of Interest Policy.
- m) Avoid getting involved with detailed management decisions.

Application process and timetable

Candidates should provide a CV and a covering letter which sets out relevant experience, skills and the reasons for your interest in joining the Chain of Hope Board of Trustees as a Treasurer, reflecting the Job Description and Person Specification.

Please let us know if you have any access requirements so we can make appropriate adjustments for you to attend an interview.

Please send (via e mail only) to: emma@chainofhope.org

Closing date for applications: 31st July 2017

Information

If you require any further information, please visit our website www.chainofhope.org or contact us on 020 73511978