

Role Profile
St Peter's Hospice Trustee (HR Expertise)
(*Unremunerated volunteer position*)

General Trustee Responsibilities

As a Trustee, you share responsibility for the overall governance and strategic direction of St Peter's Hospice. The six key legal duties of all Trustees are to:

- Ensure the charity is carrying out its purposes for the public benefit
- Comply with the charity's governing document and the law
- Act in the charity's best interests
- Manage the charity's resources responsibly
- Act with reasonable care and skill
- Ensure the charity is accountable

In addition, Trustees are expected to:

- Safeguard the good name and values of the charity
- Ensure effective and efficient administration
- Ensure financial stability
- Contribute actively to strategic direction, policy setting, and performance evaluation
- Appoint and monitor the Chief Executive
- Act as Company Directors under the Companies Act
- Act as Directors for the purposes of the Care Quality Commission and Health and Social Care Act

Further guidance: <https://www.gov.uk/guidance/the-essential-trustee-what-you-need-to-know-what-you-need-to-do>

Trustee with HR Expertise

Alongside general duties, you will bring HR expertise to strengthen governance and assurance on people matters. Key areas include:

- **People Strategy & Culture:** Provide strategic perspective on workforce planning, organisational culture, and equality, diversity and inclusion
- **Executive Oversight:** Support succession planning, and remuneration governance
- **HR Policy & Compliance:** Ensure policies are fair, lawful, and aligned with best practice; monitor workforce risks and employment law compliance
- **Workforce Insights:** Review key HR metrics (e.g., recruitment, retention, wellbeing) and challenge management on actions
- **Change & Transformation:** Provide guidance on restructures and major change programmes to ensure ethical and compliant delivery
- **Support and collaboration:** Act as a sounding board for the Executive Team—offering honest feedback, fresh ideas, and constructive challenge as a trusted critical friend

Person Specification

General Attributes

- Commitment to palliative care and the vision and values of St Peter's Hospice
- Willingness to learn and deepen understanding of our work
- Understanding and acceptance of trustee legal duties and charity governance
- Ability to declare eligibility under the Charities Act and Charity Commission requirements
- Confirmation of being a 'Fit and Proper Person' under Care Quality Commission requirements
- Willingness to declare any potential conflicts of interest
- Integrity, impartiality, fairness, and discretion

- Strategic vision and creative thinking
- Sound judgment and ability to analyse complex information
- Confidence to speak up and contribute constructively
- Ability to work effectively as part of a team
- Strong communication and interpersonal skills, including tact and diplomacy
- Commitment to devote the necessary time and effort
- Ability to represent the organisation positively with key stakeholders

Specific HR Expertise

- Appropriate qualification and Fellow-level membership of a relevant body (e.g., CIPD)
- Substantial experience as a senior HR professional with a proven track record at operational and strategic level in a medium/large or complex organisation
- Strong understanding of modern HR and organisational development practices
- Familiarity with employment legislation, including anticipated changes under the Employment Rights Bill
- Excellent stakeholder management, networking, influencing and communication skills
- Strong leadership and facilitation skills

Appointment & Term

- Initial term: 3 years
- Maximum term: 9 years (3 x 3-year terms)

Time Commitment

- Quarterly Board meetings (approx. 3 hours) at Brentree
- Two annual Strategy Away Days (off-site)
- Preparatory time for meetings (including reading pre-circulated papers)
- Attendance at relevant sub-committee meetings (quarterly, in-person or virtual)
- Occasional ad-hoc meetings and wider engagement with hospice activities

Training & Support

- Induction and ongoing training and development opportunities (some mandatory)
- Access to specialist professional advice as required

Confidentiality

Trustees must maintain strict confidentiality regarding hospice affairs, patients, families, and staff. Information will only be shared for authorised purposes.