

# Glasgow Children’s Hospital Charity

**Vacant Position – Trustee**

Glasgow Children’s Hospital Charity (GCHC) has an exciting opportunity for individuals to join the Board of Trustees. As a Trustee you will share responsibility for guiding and governing the Charity as it moves into its third decade of supporting babies, children and young people affected by ill health in the West of Scotland and into a post Covid-19 era. We are looking to recruit passionate and dynamic individuals who want to make a real and lasting difference to the lives of children and young people.

Our Trustees offer their time, experience and networks for the benefit of the Charity.

Over the past two decades, the impact made by Glasgow Children’s Hospital Charity has been immense, investing almost £40million in the advancement of maternity, neonatal and paediatric healthcare across Scotland and beyond. As we enter the next chapter in the Charity’s being, we are keen to widen our scope of interest and develop a strategic plan which is both ambitious but sustainable. In order to realise our vision, we hope to recruit new Trustees who can join our existing cohort of experienced, sector leaders who can help to move the Charity forward in a period of maturity and growth.

# Glasgow Children’s Hospital Charity:

Glasgow Children's Hospital Charity aims to be there for every child treated in hospital in the West of Scotland alongside providing support to their families and the communities in which they live.

We raise funds to help those who tirelessly care for and nurture young lives at their most vulnerable; to invest in equipment, research and the continued improvement of facilities and services for children and families in hospital.

Our supporters and the children, families and staff we help at the hospital(s) sit at the heart of everything we do.

We want to appoint talented and committed individuals who believe in our vision and can help the Charity to grow and flourish for the ultimate benefit of the patients, families and NHS staff that we aim to support on a daily basis.

# Skills sought:

Whilst all applications are appreciated, we are currently particularly interested in hearing from individuals with the following experience:

* Legal
* E-commerce
* Business Development
* Marketing & Communications
* Digital / Innovation

As an organisation we are committed to diversity and inclusion in all our work and, through this recruitment, will be seeking to bring people with diverse skills and backgrounds on to the Board.

At this time we are also looking to recruit a new Chair and Vice Chair for the Board of Trustees. If you would be interested in finding out more about the role profile for either position contact Kirsten Watson, Chief Executive at [kirsten.watson@glasgowchildrenshospitalcharity.org](mailto:kirsten.watson@glasgowchildrenshospitalcharity.org) / 0141 212 8750.

# Commitment to the Charity:

The term of office is 3 years with the option to serve for a further 3 years. Trustees would be expected to commit to the following:

* Frequently attending Board meetings, of which there are approximately 6 per year (every second month for 1.5 hours, currently virtual)
* Frequently attending a specialised sub-committee meeting, of which there are approximately 4 - 6 per year (each meeting is generally 1.5 hour, currently virtual)
* Attendance at the Annual General Meeting (usually held on the same day as one of the Board Meetings)
* Attending infrequent strategy sessions and Trustee training (usually no more than twice per year)
* Occasional meetings with GCHC staff to support within an area of your specific expertise

More widely Trustees are expected to advocate on behalf of Glasgow Children’s Hospital Charity using a wide range of networks and may become involved in representing, attending and supporting various GCHC events throughout the year.

# Duties of a Trustee:

As a charity Trustee you will share ultimate responsibility for governing the Charity and directing how it is managed and run.

The Office of the Scottish Charity Regulator (OSCR) has produced a detailed document which sets out the duties and responsibilities of [Charity Trustees in Scotland](https://www.oscr.org.uk/managing-a-charity/trustee-duties/#:~:text=They%20may%20be%20called%20directors,for%20its%20activities%20and%20outcomes.).

# GDPR:

If appointed as a Trustee, the Charity is required to share your personal information in the following ways:

* As a Company Limited by Guarantee, we must register all Trustees as directors with Companies House.
* As required, information to support grant and tender submissions
* With banking institutions and insurance companies in relation of professional indemnity cover.

# Recruitment Process:

If you would like to be considered for a Trustee position with GCHC, please provide the following information:

1. A written statement based on what you feel you can bring to the Charity. Please explain your ability and experience in relation to supporting the Charity achieve its overall aims.
2. A CV outlining your employment history and a summary of main duties and responsibilities. If you are retired, please let us know about your last period of employment.
3. All prospective Trustees must complete a Criminal Declaration Form, [which can be downloaded here,](https://www.glasgowchildrenshospitalcharity.org/assets/000/001/293/Criminal_Declaration_Form_Dec_2021_original.docx?1640340218) and returned via email with your CV and written statement.
4. All applications will be asked to complete a voluntary equal opportunities [form.](https://forms.office.com/r/h7e9HQMxmR)
5. If you are shortlisted for interview, an interview will take place (virtually) with our Board Review Committee in February / March. At this stage you will be asked to provide contact details for two references (both references must know you in a professional capacity).

*Notes on Recruitment Process*

1. All prospective Trustees must be aged 18 years or over.
2. Prior to appointment, prospective Trustees will be subject to a disclosure check through the PVG Scheme in Scotland (Protection of Vulnerable Groups).
3. The Charities Act disqualifies people convicted of offences involving dishonesty or deception (unless the conviction is legally regarded as spent), undischarged bankrupts and those disqualified from company directorships from acting as a charity Trustee.
4. In order to progress your prospective application we will be required to use your personal data. Please see the [How Your Data Will Be Processed](https://www.glasgowchildrenshospitalcharity.org/how-your-data-will-be-processed-trustees) page on our website.
5. If you would like to speak with a current Trustee of GCHC ahead of submitting a formal note of interest this can easily be arranged. Please contact Kirsten Watson, Chief Executive in advance of the closing date at [kirsten.watson@glasgowchildrenshospitalcharity.org](mailto:kirsten.watson@glasgowchildrenshospitalcharity.org) / 0141 212 8750 to make the necessary arrangements.
6. If you require any adaptations to be made for any part of the recruitment process please contact Kirsten Watson, Chief Executive in advance of the closing date at [kirsten.watson@glasgowchildrenshospitalcharity.org](mailto:kirsten.watson@glasgowchildrenshospitalcharity.org) / 0141 212 8750 to make the necessary arrangements.

**To apply please send your CV, written statement and criminal declaration form to Kirsten Watson, Chief Executive at** [**kirsten.watson@glasgowchildrenshospitalcharity.org**](mailto:kirsten.watson@glasgowchildrenshospitalcharity.org) **or Glasgow Children’s Hospital Charity, 100 Brand Street, Glasgow, G51 1DG.**

**Closing date for applications is Monday 31 January 2022 at 5pm.**

**This is a voluntary position therefore the role is unpaid. Reasonable expenses would be reimbursed in line with the Charity's expense policy**