



LINCS & NOTTS
AIR AMBULANCE
SAVING LIVES EVERYDAY

Chair of the Board of Trustees

Candidate Information Pack





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INTRODUCTION FROM KAREN JOBLING, CEO

Thank you for your interest in the work of the Lincs & Notts Air Ambulance (LNAA). The last five years have seen significant transformation of our charity. We are proud to now deliver a 24/7 service, every day of the year to the people of Lincolnshire and Nottinghamshire. We have a superb, purpose-built HQ and airbase, our crew delivers world-class, pre-hospital critical care and we are an independent healthcare charity, registered with the Care Quality Commission (CQC). Our team is bold, ambitious and dedicated.

We are in the final year of our 2022-2025 strategy which is focussed on investment into the expansion of our service and the charity's future-sustainability. Delivering this requires us to grow our income to at least £13m by 2025.

The Chair of Trustees is an incredibly important role at LNAA. Our current Chair has made a significant contribution to the charity but is due to retire in February, 2026. We are now seeking his replacement who will lead the Board in fulfilling its legal and governance responsibilities and who is committed to helping us achieve our goals. They will be ambitious for the charity, driven by our values of Teamwork, Respect, Innovation and Compassion.

LNAA is a complex charity, employing people with highly specialist skills and experience. The Chair will need to take the time to understand how all the parts fit together in order to be able to provide supportive challenge and an alternative perspective, both to me and to the wider Leadership Team, whilst also providing leadership to the Board.

If you feel excited by the prospect of helping us to achieve this and have time and skills we are seeking, then we would love to hear from you.

Good Luck!

Karen

Karen Jobling
Chief Executive Officer



ABOUT LNAA

We are proud to be a registered charity providing a Helicopter Emergency Medical Service (HEMS) 24-hours-a day, seven-days-a-week to the people of Lincolnshire, Nottinghamshire and beyond. Our highly skilled team of Pilots, Doctors and Paramedics deliver life-saving skills, medicines and equipment directly to the scene of some of the most serious incidents and accidents to give patients the very best chance of survival and recovery.

Whether beachside, roadside or in the countryside, day or night, we are by the side of patients when they need us most.

Covering over 3,500sq miles, our helicopter can reach any corner of the counties we serve in less than 20 minutes. On average, we are called out four times a day to children and adults who need pre-hospital critical care. Former patients and their loved ones are offered onward support through our dedicated Patient & Family Liaison Team when their world has been turned upside down.

We do not receive any direct government funding and we are not part of the NHS. We rely on the generosity of the local communities we serve to fund each mission, which cost on average, £4,000.

The nature of the care we provide means we are highly regulated and we are registered with the Care Quality Commission (CQC).

Read more about our work at www.ambucopter.org.uk



HOW WE WORK

OUR VISION

To be by the side of more patients, enabling the delivery of world-class care.

OUR MISSION

To provide outstanding care, by helicopter and critical care car, 24/7 to the people of Lincs, Notts and beyond.

OUR VALUES - TRIC

We have four values (TRIC) that express and represent our shared understanding of the principles that are important to us. They set out the things that we aspire to be as a charity and they underpin everything we do.

TEAMWORK

Employees, crew, volunteers, partners and the community are one indivisible team.

RESPECT

We treat everyone with consideration, appreciation and acceptance.

INNOVATION

We aim high and embrace opportunities to improve and enhance everything that we do.

COMPASSION

We treat others with sensitivity, consideration and kindness.



THE BOARD OF TRUSTEES

Our Board of Trustees meets at least four times a year. We select all our Trustees based on a skills matrix which reflects good governance and the needs of the Lincs & Notts Air Ambulance. We currently have a Board of nine Trustees who bring expertise in the areas of business development, legal, finance, HR and healthcare. There are three sub-committees of the Board.

Trustee Responsibilities

The Board of Trustees has overall legal responsibility for the strategic direction and control of the charity, including accountability for compliance with relevant legislative and regulatory requirements (e.g. the Charity Commission, Fundraising Regulator, Care Quality Commission). Trusteeship is a voluntary role; all Trustees must be committed to furthering our charitable objectives and have the skills, experience and personal qualities needed to help the strategic leadership of the organisation.

The day-to-day management of the charity is delegated to the Chief Executive Officer and a Leadership Team works with the CEO to deliver the agreed Strategy. To serve as a Trustee you must be over the age of 18 and not be disqualified because of bankruptcy, unspent criminal convictions for offences of deception or dishonesty, or a legal order or removal/disqualification as a Trustee or company director. It is a criminal offence to act as a Trustee while disqualified. As a Trustee, you must act at all times in the interests of the charity.

LNAA is both a registered charity and a Company Limited by Guarantee (i.e. a charitable company) therefore Trustees have duties and responsibilities as a charity Trustee and Company Director (working to charity and company law).



ROLE PROFILE FOR THE CHAIR OF THE BOARD

We are looking for an individual ideally with previous charity Board experience who will work with fellow Trustees, the CEO and wider Leadership Team. The Chair will lead the Board in holding the CEO and Leadership Team to account for the effective delivery of the charity's vision, mission and strategy, as well as providing leadership to all Trustees to ensure they fulfil their duties and responsibilities for the effective governance of the charity. Through support and constructive challenge, the Chair will ensure the Board works cohesively with the CEO and the wider Leadership Team to achieve agreed objectives.

LEADERSHIP

Lead the Board, ensuring the charity acts within its Articles of Association and that all activities are governed appropriately to reflect a high-performing air ambulance. This will include the following key areas:

- Strategic development
- Risk Management
- Supporting/challenging the CEO and wider Leadership Team on delivery of the agreed strategy
- Monitoring overall organizational performance
- Working to the Charity Governance Code
- Lead the Board in setting clear expectations for effective Board Meetings and the contributions expected, alongside the values and behaviours of LNAA. Ensure impartiality and objectivity in decision making
- Develop and nurture supportive working relationships between Trustees, the CEO and Leadership Team
- Work within our Code of Conduct
- Undertake an effective annual review of Board performance and contributions of all Trustees, including one on one meetings





ROLE PROFILE FOR THE CHAIR OF THE BOARD

GOVERNANCE & COMPLIANCE

- Ensure the Board works effectively and is accountable for the overall governance of the organisation which meets the requirements of relevant legislation, including Charity Law and Company Law
- Lead on the annual Board appraisal
- Take all steps to safeguard the good name and reputation of LNAA
- Work with the CEO and Trustees to ensure effective Board succession planning is established, ensuring an effective team of Trustees are in place for the effective overall governance of LNAA

GENERAL RESPONSIBILITIES

- Meet monthly with the CEO for key updates and support
- Approve Board agendas
- Chair Board Meetings and Special Meetings of the Board
- Externally represent the charity at a senior level
- Be a member of all Sub Committees

RESPONSIBILITIES WITH REGARDS TO THE CEO

- Lead the process of recruitment, on-boarding and the departure of the CEO
- Build a strong, effective working relationship, providing support and constructive challenge whilst respecting the boundaries between the two roles
- Undertake the annual appraisal of the CEO, setting objectives and holding the CEO to account
- Provide recommendations to the Staff & Remuneration Committee with regards to the CEO's pay and non-pay benefits
- Support the CEO's continued professional development

PERSON SPECIFICATION

We are seeking an experienced and inclusive leader with a sound understanding of governance (charity, public or private) who can bring strategic insight, commitment and integrity to the leadership of our governance and Board.

In addition to chairing skills and a track record of executive and non-executive leadership, candidates must demonstrate a commitment to our purpose, mission, values and behaviours.

The following person specification criteria apply:

- Sound understanding of the role of Chair and Trustee and the relationship between Chair, the Board and CEO including a good understanding of governance
- Knowledge of and an understanding of the counties we serve
- Well-connected locally, able to bring contacts and networks to the charity
- Ability to think strategically, synthesise complex information, weigh up options, measure risks and build consensus amongst Board members
- Collaborative in style, leads by example encouraging fellow Trustees to contribute and to feel engaged and valued
- A good understanding of the socioeconomic situation of the communities in which we operate
- A proven commitment to equality, diversity and inclusion
- Experience of building productive external relationships
- Excellent interpersonal, communication and presentation skills
- Drive, energy and enthusiasm for LNAA and its mission
- High levels of integrity and compassion

ADDITIONAL INFORMATION

Time Commitment

- The Board and Committees each meet at least four times a year. There are also at least two other sessions annually, such as strategic development.
- In person Board Meetings are the norm although occasional on-line attendance is permitted
- The Chair meets monthly with the CEO and holds an annual 1-to-1 with each Trustee
- Other ad-hoc duties such as attendance at events, panels and working groups
- We anticipate a total yearly commitment of approximately 30 days

Conflict of Interest

All candidates will be asked to disclose any actual, potential or perceived conflict of interest, and these will be discussed with the candidate to establish whether and what action is needed to avoid a conflict or the perception of a conflict.

Term of Appointment

An offer of appointment will be made once all candidates have been interviewed, and will be subject to satisfactory completion of eligibility checks, including reference checks and enhanced DBS. If you are offered an appointment you will receive a detailed summary of your main terms and conditions. The appointment will be made for a three-year term.

How to Apply

Lincs & Notts Air Ambulance is an equal opportunities employer, committed to equal opportunities policies. We welcome applications from all backgrounds so that our Board mirrors the community we serve.

We welcome applications from anyone regardless of age, disability, ethnicity, heritage, gender, sexuality, religion, socio-economic background or other difference.

If you would like to apply, please supply the following (email via: recruitment@ambucopter.org.uk or by post to CEO, LNAA HQ, HEMS Way, Bracebridge Heath, Lincoln, LN4 2QW) by 6 December 2024:

- A CV setting out your career history, with responsibilities and achievements.
- A covering letter (maximum two sides) highlighting your suitability for the role and how you meet the person specification.
- Please provide details of two professional referees together with a brief statement of their relationship to you and over what period of time they have known you. Referees will not be contacted without your prior consent.



KEY DATES

Stage 1: Review of your written application (December 2024).

Stage 2: We will invite you to come to our HQ on the outskirts of Lincoln to meet with our Chair, a fellow Trustee and our CEO for an interview and to gain a wider understanding of our operations and the role of Chair (January 2025).

Stage 3: If both parties agree to progress, you will be invited to attend the next Board meeting as an observer (5 February 2025).

Stage 4: If both parties wish to proceed, you will be invited to the next Board meeting (7 May 2025) where the Board of Trustees will have the opportunity to discuss your appointment before this is finally approved.

The appointed candidate will join the Board as Trustee and Chair Designate, shadowing the current Chair for the subsequent two Board meetings.

New Chair formally takes up role at **4 February 2026** Board meeting.

If you have any questions or would like to arrange a call to discuss the role please email Tess Bruce, EA to the CEO on t.bruce@ambucopter.org.uk



Lincs & Notts Air Ambulance is an equal opportunities employer and aims to ensure all applicants are treated fairly and equitably regardless of gender, race, colour, ethnicity, age, disabilities, social economic background, religious or political beliefs, marital status, maternity or paternity, or sexual orientation.