



Dove Cottage Day Hospice Trustee Role Brief

1. Introduction

Dove Cottage is seeking to appoint a chairperson and a new trustee to its board with effect from 1st April 2024. We are particularly looking to receive applications from someone with a good understanding of governance and leadership, ideally in a charity context, for the position of Chair and someone with experience of charity income generation and marketing, to join as a trustee. The following brief tells you everything you need to know about the role and how to apply. If you would like to have an informal discussion about the role please contact Rob Parkinson robparkinson@loros.co.uk

2. About Dove Cottage

Founded in 1996 and based in a picturesque location in the village of Stathern in the Vale of Belvoir, Dove Cottage Day Hospice provides high quality day care and support for people in North East Leicestershire, Rutland and South East Nottinghamshire who are living with life-limiting illness such as cancer, motor neurone disease and COPD. As a charity, we offer our care services free of charge. We provide care and advice, wellbeing activities such as complementary therapies, chaplaincy support, games, crafts, refreshments and a home-cooked lunch. Our guests come to the hospice to be cared for in a home-from-home atmosphere, usually for one day a week. We also provide a number of support services such as bereavement support and dementia and family support groups (carers' lunches). Dove Cottage Day Hospice is well supported by the local community, over 200 of whom support us as volunteers. Our funding comes from donations, trusts, fundraising events, a tea room and network of charity shops which contribute significantly to the overall income of the charity. We also receive a grant from NHS Leicester, Leicestershire and Rutland Integrated Care Board to support our work.

3. Merger with LOROS

This year has marked a significant moment in the life of the charity as our founder and Chief Executive, Chris Gatfield, retired in April after almost three decades of transformative hospice work in our community. After thinking carefully about the future, the trustees and members of Dove Cottage felt that a merger with LOROS (The Leicestershire and Rutland Organisation for the Relief of Suffering) could provide excellent opportunities to build on Chris' legacy and help safeguard the long-term future of the charity.

LOROS is a large and very well-established charitable provider of care and support for people affected by terminal illness, which is keen to ensure that more people living in rural communities have access to specialist support. The merger took place on 1 April 2023 when the existing members and most trustees stood down, enabling LOROS to become the sole member of Dove Cottage and a different group of trustees to take up the reigns. Adopting this model of merger enabled Dove Cottage to benefit from LOROS' support and extensive expertise whilst retaining its name and charity status, both of which are important to our guests and supporters. We have had an exciting year and the new board have made real progress in ensuring the organisation has remained stable for its people, the community it serves and financially. We are now looking for two talented people to lead the realisation of our new three-year strategy as members of the board of trustees.

4. The trustee role

The board of trustees is the governing body of Dove Cottage. Our trustees play a vital role in making sure that the charity achieves its core objects as set out in the governing documents. They oversee the overall management, finances and administration of Dove Cottage and ensure that the charity is successfully implementing a clear strategy in line with our vision. Trustees are also there to support and constructively challenge the senior staff team (the Dove Cottage Manager and Income Generation and Marketing Manager).

The Charity Commission sets out 6 main duties for our trustees.

- a) Ensure Dove Cottage is carrying out the purposes for which it was set up, and no other purpose. This means:
 - Understanding the purposes as set out in the governing document.
 - Planning what Dove Cottage will do, and want you want it to achieve.
 - Being able to explain how all of the charity's activities are intended to further or support its purposes.
 - Understanding how Dove Cottage benefits the public by carrying out its purposes.

Dove Cottage Day Hospice, Canal Lane, Stathern, Melton Mowbray, LE14 4EX

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- b) Comply with Dove Cottage's governing document and the law. This means:
 - Ensuring that Dove Cottage complies with its governing document.
 - Complying with charity law and all other laws that apply to Dove Cottage.
- c) Act at all times in Dove Cottage's best interests. This means:
 - Doing what you and your co-trustees decide will best enable Dove Cottage to carry out its purposes.
 - Making balanced and adequately informed decisions, thinking about the long-term as well as the short-term.
 - Avoiding putting yourself in a position where your duty to Dove Cottage conflicts with your personal interests or loyalty to another person/body
 - Not receiving any benefit from Dove Cottage unless it is properly authorised and clearly in the charity's interests.
- d) Managing Dove Cottage's resources responsibly. This means:
 - Making sure the charity's assets are only used to support or carry out its purposes.
 - Not taking inappropriate risks with the charity's assets or reputation.
 - Not over-committing Dove Cottage.
 - Taking special care when investing or borrowing.
 - Complying with any restrictions on spending funds.
- e) Act with reasonable care and skill. This means:
 - Making use of your skills and experience and taking appropriate advice when necessary.
 - Giving enough time, thought and energy to your role, for example by preparing for, attending and actively participating in trustees' meetings.
- f) Ensure Dove Cottage is accountable. This means:
 - Demonstrating the charity is complying with the law, well run and effective.
 - Ensuring appropriate accountability to LOROS as sole member.
 - Ensuring accountability within the charity, particularly where you delegate responsibility for tasks or decisions to staff or volunteers.

5. Main responsibilities

The trustees of Dove Cottage have a responsibility to:

- Support and provide advice on Dove Cottage's purpose, vision, goals and activities.
- Approve operational strategies and policies, and monitor and evaluate their implementation.

- Oversee Dove Cottage's financial plans and budgets and monitor and evaluate progress.
- Provide leadership to the board and to ensure that trustees fulfil their duties and responsibilities for the proper governance of the charity.
- Support and, where appropriate, provide constructive challenge to the executive manager.
- Ensure that the board as a whole works well and in partnership with key staff.
- Ensure the effective administration of the charity.
- Ensure that key risks are being identified, monitored and controlled.
- Review and approve Dove Cottage's financial statements.
- Provide support and challenge to senior staff, specifically the Dove Cottage Manager and the Income Generation and Marketing Manager in the exercise of their delegated authority and responsibilities.
- Keep abreast of changes in Dove Cottage's operating environment.
- Contribute to regular reviews of Dove Cottage's governance arrangements.
- Attend board meetings, well prepared to contribute to discussions.
- Exercise independent judgement, acting legally and in good faith to protect Dove Cottage's interest, to the exclusion of your own/third-party interests.
- Ensure appropriate accountability to LOROS as sole member.
- Contribute to the promotion of Dove Cottage's objects, aims and reputation through the application of your skills, expertise, knowledge and contacts.

6. Person Specification

Trustees must be able to demonstrate the following skills and values.

- Commitment to Dove Cottage.
- Strategic vision.
- Good, independent judgement.
- Ability to think creatively.
- Commitment to equality, diversity and inclusion.
- Understanding and acceptance of the responsibilities of trusteeship.
- Ability to work as a member of a trustee team.
- Capacity to challenge current thinking, governance and the management of Dove Cottage in a constructive and supportive manner.
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Willingness to devote the necessary time and effort.

We are particularly interested to hear from prospective trustees with the following experience.

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- Clinical leadership experience gained within an appropriate organisation or palliative care setting.
- Charity fundraising, income generation and marketing experience, including an understanding of retail operations.
- Charity governance and leadership experience, which might encompass experience of legal matters and charity finances.

7. Commitment

All trustees are required to:

- Attend at least four board meetings each year, although trustees may together decide to change the frequency of meetings.
- Attend the charity's Annual General Meeting and any extraordinary general meetings should these be required.

Meetings will usually be held in person at the hospice in Stathern. There will be times when trustees need to be actively involved beyond board meetings. This may involve visiting the hospice, tea room and shops, helping out at events, scrutinising papers, leading discussions, providing advice and guidance on new initiatives, responding to complaints and concerns, and getting involved in various matters about which they have a special expertise.

8. Remuneration and expenses

The role is a voluntary one and trustees will therefore not receive any remuneration for their services as members of the board. Out-of-pocket expenses incurred by trustees during the course of carrying out the role will be reimbursed in accordance with Dove Cottage's expenses policy. Attendance costs associated with any training or governance events which may be required for the role will also be covered by Dove Cottage.

9. Further information

More information about the trustee role can be found in the Charity Commission's guide called: "The essential trustee: what you need to know, what you need to do", which is available on the Charity Commission's website www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3. Further useful information about the role of trustees is provided by the National Council for Voluntary Organisations: www.ncvo.org.uk. You can find out more about Dove Cottage at www.dovecottage.org. The charity's

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latest annual report and financial statements can be found at <https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/1057941/accounts-and-annual-returns>. More information about LOROS is available at www.loros.co.uk and on the Charity Commission's website at <https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/506120/charity-overview>.

10. How to apply

Please send your CV and a covering letter setting out why you are interested in the role and how your skills and experience meet the person specification to Becca Stevens Trustees@dovecottage.org **by Monday 1st April 2024**. If you would like an informal discussion about the role please contact LOROS Chief Executive, Rob Parkinson robparkinson@loros.co.uk.