



Action for  
Pulmonary  
Fibrosis

Trustee  
(Healthcare Professional)

Charity Commission England & Wales Registered Charity Number: 1152399  
Scottish Charity Regulator Number: SC050992

[actionpf.org](https://actionpf.org)

## Job description

<b>Job title:</b>	<b>Trustee (Healthcare Professional)</b>
<b>Location:</b>	<b>Hybrid</b> – Board meetings are held four times a year – two in person (normally at APF offices in Peterborough or a similar central venue) and two remotely (video conference). Board meetings are held on a Saturday from 10am – 3pm.
<b>Hours:</b>	<ul style="list-style-type: none"><li>• Four scheduled Board meetings per year</li><li>• Preparation time to read papers in advance</li><li>• Occasional participation in sub-committees or short advisory discussions</li><li>• Total time commitment is generally a few hours per month, with slightly more around meeting periods.</li></ul>
<b>Reports to:</b>	<b>Chair of the Board of Trustees</b>
<b>Term of Appointment:</b>	Three years, renewable for a further three-year term.
<b>Remuneration and Expenses:</b>	This is a voluntary, unpaid role. APF will reimburse reasonable out-of-pocket expenses (such as travel or caring costs) needed to fulfil trustee duties.

## Purpose of Role

The Healthcare Professional Trustee strengthens APF's Board by bringing expert insight into healthcare, clinical practice, patient pathways and how the health system functions in reality.

Your expertise supports APF's strategic and governance responsibilities, ensuring that decisions are clinically credible, informed by current practice, and aligned with the needs of people with pulmonary fibrosis and the NHS teams who care for them.

You will help APF:

- Understand the realities of diagnosis, referral and treatment
- Navigate clinical and governance considerations
- Strengthen relationships with respiratory and ILD centres
- Influence NHS and system partners effectively
- Reduce inequalities and improve access to high-quality care

Alongside fellow Trustees, you will ensure APF is well-governed, financially stable and delivering effectively against its charitable purposes.



## About Action for Pulmonary Fibrosis

APF is the UK's leading patient charity for people affected by pulmonary fibrosis. We fund research, campaign for improved care, and provide crucial support and information. Our ambition is bold, our focus is clear, and our work is driven by people living with the condition.

## Key responsibilities

### Core Trustee Duties

- Ensuring APF pursues its charitable objects
- Helping develop and approve APF's long-term strategy
- Ensuring compliance with the constitution, charity law and relevant regulation
- Ensuring APF's resources are used solely to further its charitable purposes
- Protecting APF's assets and ensuring sound financial management
- Safeguarding APF's good name, values and reputation
- Ensuring effective governance, policies and risk management
- Overseeing the appointment, support and appraisal of the Chief Executive
- Reviewing Board papers, contributing to debate and applying specialist insight

### Healthcare Professional Contribution

In addition, the Healthcare Trustee will:

- Bring professional expertise from healthcare, clinical practice, ILD/respiratory services, nursing, allied health, public health or health management
- Provide insight into NHS structures, pathways, commissioning and integrated care
- Support the Board to understand clinical risks, safeguarding issues and service-quality implications
- Interpret service or clinical data to support informed decision-making
- Strengthen APF's partnerships with ILD centres, clinicians, multidisciplinary teams and research partners
- Support APF's strategic work to influence NHS policy, care pathways and system-wide improvements
- Help APF address inequalities in diagnosis, care and treatment access for people with pulmonary fibrosis
- Participate in subcommittees or working groups where clinical expertise is relevant



## Person Specification

### Essential experience and knowledge

- Professional background in healthcare, clinical practice or health-system leadership (e.g., respiratory or ILD care, nursing, physiotherapy, occupational therapy, general practice, pharmacy, public health, hospital doctors or NHS management)
- Good understanding of NHS structures, patient pathways and multidisciplinary care
- Awareness of the challenges faced by people with pulmonary fibrosis
- Ability to contribute clinical/system insight to strategic Board discussions
- Independent judgement and the confidence to challenge constructively
- Strong communication skills, particularly in explaining clinical or system information to a non-clinical audience
- Willingness to commit time consistently to trustee duties

### Desirable

- Experience in service improvement, clinical audit, safeguarding, research or governance
- Prior experience on committees, advisory groups or charity boards
- Understanding of health inequalities and their impact on long-term conditions

### Equality, Diversity and Inclusion

At Action for Pulmonary Fibrosis, we are committed to promoting equity and inclusion. Pulmonary fibrosis does not discriminate, and neither do we. We believe that our team should reflect the diverse communities we serve. We warmly welcome applications from all candidates, irrespective of age, disability, race, sex, pregnancy or maternity, gender reassignment, sexual orientation, religion or belief, or marital or civil partnership status.

Registered office:

Action for Pulmonary Fibrosis, Stuart House,  
East Wing, St John's Street, Peterborough PE1 5DD

### Nolan Principles

Trustees must uphold the principles of:  
Selflessness, Integrity, Objectivity, Accountability,  
Openness, Honesty, Leadership

### Eligibility and Fit and Proper Person Requirement

Trustees must:

- Be at least 16 years old
- Not be disqualified from acting as a trustee
- Not have unspent convictions relating to dishonesty or financial misconduct
- Not be bankrupt or subject to insolvency restrictions
- Be willing to sign APF's Fit and Proper Person Declaration, confirming they:
  - Have not been removed from a charity or position of authority
  - Have not engaged in tax fraud or misuse of charitable funds
- Will ensure APF's funds are used only for charitable purposes
- Will uphold the standards expected of charity trustees

### Support, Training and Expenses

- Full induction on APF's governance, work and finances
- Ongoing training (e.g. charity law, safeguarding, financial oversight)
- All reasonable expenses reimbursed

