



TRUSTEE VACANCIES:

Legal,
IT/Digital and Property/Energy
August 2025

www.pendleside.org.uk

WELCOME FROM THE CHAIR

A Message from David Brown, Chair of Trustees

It is a true honour to serve as Chair of Trustees at the Hospice — a place that embodies the very best of community spirit.



"Built by the community, for the community,"

Pendleside is far more than just a building. It is a vibrant, compassionate team of people united by shared values and a deep commitment to making a difference — both within the Hospice and across the wider community we serve.

Every day, our 140 dedicated staff and over 400 incredible volunteers work together to support local people living with advancing, long-term, and life-limiting illnesses. Their families and carers are at the heart of everything we do, and our collective goal is to ensure that everyone receives the highest quality of care at the most important time in their lives.

Our team includes a wide range of professionals — from nurses, doctors, physiotherapists, and occupational therapists to fundraisers, retail staff, caterers, administrators, and maintenance workers. Each person plays a vital role in ensuring Pendleside remains a place of comfort, dignity, and hope.

And then there are our volunteers — the lifeblood of our Hospice. Whether they're supporting patients on our inpatient unit, helping in our shops, assisting at events, tending our gardens, or offering a friendly face at reception, their generosity and dedication are truly inspiring.

Over the years, Pendleside has touched the lives of countless families, earning a reputation for excellence in care and compassion. But we know that the needs of our community are growing — and we must grow and change to support this demand. As a registered charity and a medium-sized organisation, we face the same challenges as any business. That's why strong leadership and good governance are essential to our continued success.

We are now looking for new Trustees to join our Board — people who are passionate about making a difference, who bring fresh perspectives, and who want to help shape the future of Pendleside Hospice.

If you believe in the power of community, if you want to be part of something truly meaningful, and if you're ready to help us meet the challenges ahead with courage and compassion, we would love to hear from you.

Together, we can ensure Pendleside continues to be here for everyone who needs us — now and for generations to come.

David Brown, Chair of Trustees

ABOUT US

OUR MISSION:

Pendleside exists to enhance the quality of life for people living in our community with advancing long term and life limiting illnesses, through to end of life and in bereavement.

OUR VISION:

Every adult with advancing long-term and life limiting illnesses and those most important to them within our community will receive timely and equitable access to high quality services, delivered by appropriately trained staff and volunteers.

PHILOSOPHY OF CARE:

Pendleside endeavors to promote and enhance quality of life for people with advancing long term and life limiting illnesses and those important to them. It does this by delivering specialist and holistic palliative and end of life care, which addresses each person's individually assessed physical, psychological, social and spiritual needs.

Our care is planned and continually monitored to ensure appropriateness as needs may change. Effective communication with the people we serve is fundamental to our relationship with them. Their confidentiality, privacy, dignity and choice are respected at all times.

Our multi-disciplinary approach facilitates integrated support in our inpatient, outpatient, day service, community and family support services.

Care is underpinned by relevant research, best practice guidance and professional codes of practice.

OUR AIM:

To provide the highest quality services possible to our local community, which are easily accessible to all who need them.

To achieve this through the five pillars of Pendleside: -

- **Proud to be Pendleside:** to ensure our people identify Pendleside as a good place to work/volunteer and we are the health care organisation of choice to work/volunteer for
- **Community collaboration:** to have a strong presence throughout our community, leading and championing improvements in end of life care and by mobilising community engagement and support

- **Care delivery:** to provide high quality person centered care, ensuring people have the “right care, at the right time in the right place”
- **Governance:** to meet our regulatory requirements and manage risks effectively
- **Sustainability:** to ensure our Hospice is sustainable for the future

OUR VALUES:

Our values underpin everything that we do:

- **Care**

We ensure a professional standard of high quality care provision delivered with kindness, dignity and respect

- **Compassion**

We ensure that a compassionate and a non-judgmental approach remains central to the delivery of our services

- **Support**

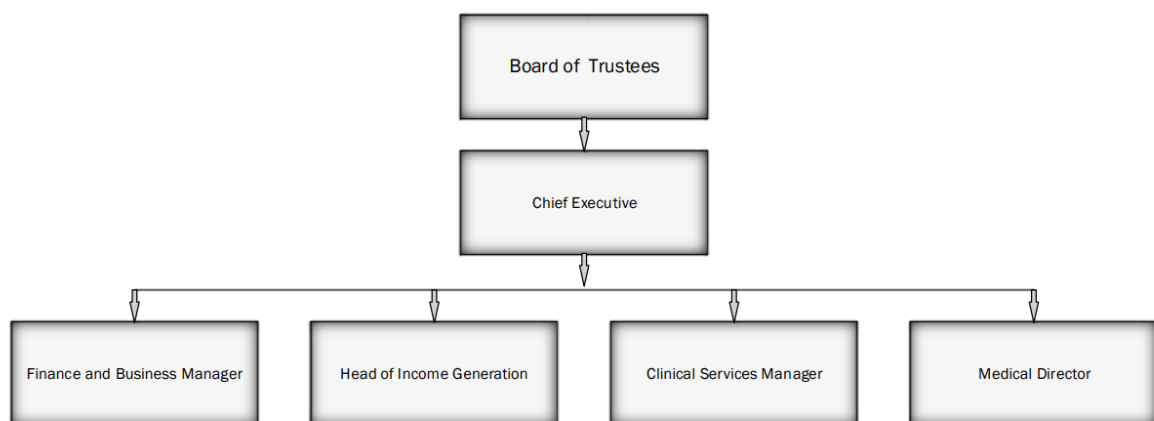
We ensure that people are listened to, their contribution valued and that necessary support is provided according to each individual need.

OUR PEOPLE:

Pendleside is governed by a Trustee Board that takes overall responsibility for its work and managed by a Senior Management Team.

The Board of Trustees is made up of volunteers with particular skills and expertise in a variety of fields and led by a Chairman.

The Senior Management Team is led by the Chief Executive and has four other members with specific responsibilities including this role.



Pendleside currently has 140 employees across the organisation which equates to approximately 90 whole time equivalent (WTE). In addition, we have several staff work under a practising privileges agreement and the Hospice has a Bank of Registered Nurses and Auxiliary Nurses.

Volunteers are an integral part of the Hospice Team with **around 400** active volunteers, each one playing an invaluable role either within the Hospice and/or our local community.

OUR SERVICES:

Pendleside cares for almost 2000 people each year, across a number of services. These include:

- Inpatients
- Hospice at Home
- Health, Wellbeing and Rehabilitation Services
- Outpatients
- Family support
- Spiritual Care
- Rehabilitation
- Complementary therapy
- Psychological support
- Bereavement support

Clinical services are available to adults, 18 years and over. In exceptional circumstances patients between the age of 17 and 18 will be allowed to access Hospice services. This will be assessed on an individual basis and only agreed when access to external children's services is not appropriate.

The Family Support and Bereavement service provide support to children, adolescents and adults.

Services are supported by Pendleside's Catering and Domestic, Maintenance, Finance and Administration, Fundraising and Retail teams.

WHAT ARE WE LOOKING FOR IN OUR TRUSTEE VACANCIES

JOIN US IN SHAPING THE FUTURE OF PENDLESIDE HOSPICE

At Pendleside, we are passionate about building a Board of Trustees that reflects the strength, diversity, and dedication of the community we serve. We are committed to a fair, transparent, and inclusive approach to recruitment — one that ensures we attract individuals with the right blend of skills, experience, and values to help guide our charity into the future.

Our Board plays a vital role in setting the strategic direction of the Hospice. Trustees work collaboratively to respond to the evolving needs of our community, changes in demographics, developments in palliative and end-of-life care, and the wider economic landscape. Together, we ensure that Pendleside remains resilient, relevant, and responsive.

We are looking for individuals who bring fresh perspectives and professional expertise, and who are motivated by a shared purpose: to make a meaningful difference in the lives of others. A well-balanced Board with a broad range of up-to-date skills is essential to our continued success.

You can learn more about our current Board members on page 10.

The Role of a Trustee

As a Trustee, your primary responsibility is to act in the best interests of the people we support. You will help ensure that Pendleside has a clear vision, a strong sense of purpose, and the drive to deliver on its mission.

This includes:

- Setting strategic objectives and priorities
- Monitoring performance and impact
- Safeguarding our assets — from finances and property to people and reputation
- Ensuring resources are used effectively and ethically to benefit our community

Our Trustees lead with integrity, applying legal and ethical principles to every decision. They help foster a welcoming, inclusive, and supportive culture that reflects the values of Pendleside and strengthens our ability to serve.

EXPERIENCE

At this point in time, we are seeking to secure appointments from individuals with experience in one the following areas at a senior management or director level:

- **Legal:** we welcome applications from a legal professional. One of our five pillars of Pendleside is “good governance” and having a professional with a legal background will help us to achieve this. Also, with many future developments planned it would be good to have the legal perspective on these.
- **Property/Energy:** another pillar of Pendleside is sustainability for the future, this involves ensuring that the Hospice environment and energy efficiency is fit for the future. With this a priority we would very much value the experience of a person with property/energy experience or both on our board.
- **IT/Digital:** in an increasingly digital landscape, it is imperative that our organisation remains attuned to technological advancements and strategically harnesses IT and digital solutions to enhance service delivery, promote our offerings, generate income, and improve overall organisational effectiveness. We would greatly value the expertise of a Trustee who can contribute to the development of a robust and forward-looking digital strategy to support our long-term objectives.

ROLES AND RESPONSIBILITIES

Pendleside’s trustees are responsible under the Hospice’s governing document for the effective governance of all its affairs. They are required to act reasonably and prudently in all matters relating to the Hospice and must always bear its best interests in mind. This includes -

- Ensuring that Pendleside complies at all times with its governing document, charity law, company law and any other relevant legislation and regulations
- Overseeing, monitoring and accepting final accountability for Pendleside’s operations generally and Hospice service user safety in particular
- Ensuring the effective application of resources in exclusive pursuance of the objects defined in the charity’s governing document, with particular regard to financial probity and control
- Championing and safeguarding Pendleside’s vision, mission and values
- In partnership with the senior management team, developing Hospice strategy and evaluating compliance with it
- Supporting Pendleside’s senior management team, challenging constructively where appropriate
- Understanding, clarifying when necessary and observing the boundary between governance and management; respecting the authority of operational managers and the roles of Hospice staff (employees and volunteers) at all times
- Approving (with or without amendment) and adhering to Hospice operational policies; with particular regard to those around service user safety, confidentiality and information governance
- Ensuring that all aspects of risk are managed effectively in all Pendleside’s operations

- Working with fellow Pendleside trustees to deliver a high standard of Board performance, focusing on effective and efficient governance
- Promoting Pendleside's services and income generating activities
- Acting in the best interests of the Hospice at all times
- Demonstrating a duty of candor and adopting a lessons learnt approach

PERSONAL COMMITMENT

As a minimum, most Trustees will need to invest the equivalent of a half-day a month in the work of Pendleside, as detailed below. Some additional reading time may also be required to prepare for meetings. We recognise that this can be difficult for working Trustees and will be as flexible as possible over meeting times. Online meetings via Teams are also an option for some meetings which can save travelling time.

It is essential that Pendleside's trustees are properly equipped to make sound decisions in the fulfilment of their governance obligations. It is therefore important that they are broadly and meaningfully engaged with Hospice activities; particularly those around service users.

As a Trustee you will also become an Ambassador for Pendleside Hospice and required at times to represent the Hospice at both internal and external events.

WHAT IS INVOLVED

- Attendance at all Board meetings and their Sub-Committee meetings unless health, holiday or urgent family or business matters preclude. Each Trustee will sit on at least one Sub-Committee (It is accepted that apologies will be given to Hospice meetings from time-to-time.)
- Attendance at meetings of all other Hospice Sub-Committees at least once every **three** years.
- Interface with Hospice service users and staff (employees and volunteers) at least **once every year** by engaging with them at home, in the health and wellbeing service, on the inpatient unit, in a support group session
- An informal meeting with the Chairman **every 2 years** to discuss their contribution to the work of the Hospice and agree their future contribution
- Examine and challenge clinical and financial key performance indicators

SKILLS AND ABILITIES

In order to be an effective trustee, you will need to bring these skills and abilities:

- Think and work strategically
- Sound business acumen
- Work as a team player, respect the roles of other trustees and senior management team
- Shape outcomes through informed dialogue and engagement
- Act as an effective ambassador for the Hospice
- Make effective decisions based on reports, written information etc.
- Good communication and leadership skills

We understand there will be much to learn about Pendleside, and we will provide a thorough induction, along with ongoing support, mentorship, and training.

REMUNERATION

In line with Charity Commission guidance, when you become a Trustee, you volunteer your services and won't receive payment for your work. Reasonable out of pocket Trustee expenses can be paid e.g. travel, training and education etc.

BENEFITS OF BECOMING A TRUSTEE

Why Become a Trustee?

Becoming a Trustee offers a unique opportunity to make a meaningful impact while gaining valuable personal and professional benefits:

- **Make a Difference:** Use your skills and experience to support a cause you care deeply about and contribute to lasting change in your **community**.
- **Give Back Locally:** Play a vital role in strengthening a major local charity and enhancing its reach and effectiveness.
- **Personal Fulfilment:** Experience the satisfaction of being actively involved in shaping the future of a respected organisation.
- **Strategic Insight:** Gain exposure to governance, leadership, and strategic decision-making within the charity sector.
- **Professional Development:** Acquire new skills, broaden your experience, and expand your professional networks.
- **Collaborative Environment:** Work alongside passionate and diverse individuals who share a commitment to making a difference.
- **Career Enhancement:** Strengthen your CV and open doors to new career opportunities through board-level experience.
- **Flexible Commitment:** With a manageable time requirement, this is an ideal volunteering role for busy professionals.

HOW TO APPLY

If you're ready to make a meaningful contribution and be part of something special, we'd love to hear from you.

To apply, please send your CV along with a brief supporting statement to:

Rebecca O'Neill

People Manager

✉ rebecca.oneill@pendleside.org.uk

Pendleside Hospice warmly welcomes expressions of interest from all sections of the community, and we particularly encourage applications from individuals from diverse and underrepresented backgrounds.

If you have any specific requirements or adjustments that would support you during the selection process, please let us know. We are committed to ensuring an inclusive and accessible recruitment experience.

 **Closing date for applications: This vacancy will close once a sufficient number of applications have been received.**

 **TBC**

SELECTION AND APPOINTMENT PROCESS

Trustees are appointed by a selection committee of Trustees and approved by the board if their appointment is to be confirmed this must be by election by the Hospice at the next Annual General Meeting.

The appointment term is 3 years after which time it is possible to stand for re-election.

PRE APPOINTMENT CHECKS

Appointments will be offered subject to standard checks including DBS and references. You will also be asked to complete a Trustee Declaration Form.

FURTHER INFORMATION

We welcome an informal discussion or visit prior to application, please speak with our Chief Executive: -

Helen McVey, Chief Executive telephone number 01282 440104 or email: helen.mcvey@pendleside.org.uk

If you have not acted as a trustee previously you may be interested in the guidance provided by the Charity Commission, The Essential Trustee:

PENDLESIDE HOSPICE TRUSTEES

David Brown (Hospice Chairman)



After obtaining a degree in Electrical Engineering from Imperial College, London, David joined his family office stationery business which he grew over the next 23 years. Involvement with Pendleside piqued David's interest in healthcare and he is now a volunteer Community First Responder with North West Ambulance.

David first became a trustee in 2000. As Chairman, his role is to lead the board of trustees, chair board meetings and attend committee meetings.

Helen Binns (Treasurer and Secretary)



Helen is a Partner at Beavers and Struthers Chartered Accountant and Business Advisors and has over 20 years' experience working in financial practice. She has extensive knowledge and experience within the SME and owner-managed business market and specialises in the charitable and not for profit sector. In her previous role with P, M & M Helen acted as auditor for Pendleside Hospice. Helen sits on our Finance Committee as Hospice Treasurer, controlling all aspects of financial management

Angela Brown (Chair of Clinical Governance Committee)



Angela is a retired nurse, health visitor and health service manager with 43 years' experience in the NHS. She was born in Yorkshire, trained in Edinburgh and Burnley and Pendle became her home in 1977. Prior to her retirement in 2013, Angela worked for the NHS as deputy chief nurse and associate director for patient safety and clinical quality. Angela chairs the clinical governance sub-committee whose purpose is to make sure that the hospice achieves the clinical standards for patient safety and quality. Angela is also a member of the 'Pendleside Together' group, working hard to ensure the voice of patients, families, volunteers and members of our community really is at the centre of everything we do at Pendleside.

Giles Williams



Giles studied for a Diploma in Physiotherapy at Lanchester Polytechnic, now Coventry University. Having become a qualified Physiotherapist, Giles worked at Burnley General, and after 37 years working in the NHS, he decided to become a volunteer at Pendleside Hospice.

Giles sits on the Clinical Governance Committee, advising the Executive Board of Trustees on clinical strategy, quality assurance and service developments.

Jaydee Davies (Chair of Peoples Committee)



Jaydee brings over two decades of experience across recruitment, HR, and executive leadership. After a successful tenure as Managing Director at Community Business Partners —an award-winning business support organisation — she co-founded two ventures: one specialising in specialising in reclaiming a specific energy tax for various sectors including charities, and another focused on HMO property management for social housing tenants.

Passionate about making a positive impact, Jaydee leverages her extensive business and people management expertise to support others. As Chair of Pendleside's People Committee, she plays a key role in fostering a workplace culture where staff and volunteers feel valued and proud to be part of the Hospice.

Gillian Oakley



Gillian qualified as a nurse in 1995 and spent a few years working on the orthopedic ward before moving to community nursing in 1999. In 2005, she was accepted at the University of Lancashire to study to qualify as a Community Specialist Practitioner. Upon completion of her BSc, Gillian got her first job at Pendleside Hospice as the Hospice at Home Sister. Gillian then went on to teach Advanced Practice and more recently, Palliative Care and Cancer modules.

During the Covid pandemic Gillian returned to Pendleside to work on the in-patient unit as part of the Hospice's Covid response and, after seeing an advert for a clinical trustee, saw this as an ideal opportunity to remain involved at a more strategic level.

Gillian sits on the Clinical Governance Committee, ensuring that the clinical quality and objectives are in line with governance requirements.

Elinor Green



Elinor worked for over 20 years in HR in the car industry in the UK, Germany, USA and India. Elinor spent the last 11 years of her career as Head of HR at Graham & Brown until retiring in 2022.

Elinor sits on the People's Committee and sees her role as supporting the Pendleside Team to ensure strong governance is in place.

Amir Saeed



Amir has worked in education for over 18 years, having recently returned from Dubai after teaching there for six years. Amir now works as a Business Studies lecturer for Burnley College and the University of Lancashire.

Amir also helped to found the NK Foundation who have formed a close connection with Pendleside Hospice.

Amir sits on the Income Generation Committee, making use of his extensive business experience to develop and monitor the Income Generation strategy for the hospice.

Martin Schofield (Chair Income Generation Committee)



Martin is a qualified Management Accountant and, up until retirement, worked as Plant Manager at BCF Automotive in Burnley.

Alongside his role as trustee, Martin also volunteers at the hospice on our furniture van assisting with deliveries to our retail operation.

Martin's financial background means that he is a valued member of the Finance Committee, ensuring financial compliance and reviewing the financial performance of the hospice and also current Chair of the Income Generation Committee.

Pendleside is an independent registered charity and company limited by guarantee, and a member of Hospice UK. It is also a registered health care provider with the Care Quality Commission.