



Trustee Application Pack

BRITISH HEART FOUNDATION
2019



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Message from our Chair

Dear Prospective Candidate,

Thank you for your interest in becoming a Trustee of the British Heart Foundation. It is my privilege to lead the board of the nation's number one heart charity. The BHF is strong, highly effective, and well respected nationally and internationally. Our work saves lives – tens of thousands in the UK each year alone – and enhances the lives of many more. Whilst we are already one of the UK's leading charities, we know we can do more to support the millions affected by heart and circulatory disease.

We are looking to recruit a new Lay Trustee who will share our passion and commitment to beat heartbreak forever, have the skills, knowledge and experience to support our ambitious new strategy to 2030, and provide appropriate oversight of the governance of the BHF.

In addition to the general requirements of the enclosed role description, we are seeking to appoint an individual with proven corporate/financial experience with an ability to support the charity's fundraising objectives being an advantage. This role represents an exciting opening for an individual with a strong commitment to BHF's aims and understanding of the opportunities and challenges which we face.



The BHF recognises the importance of board diversity and inclusivity and in seeking to attract the best talent and expertise is committed to increasing diversity across its Board and wider committee structure. We encourage applications from all backgrounds, but in particular we would welcome those from women and people from black, Asian and minority ethnic backgrounds.

If you think you have the skills we need, and you want to play a leading role in an organisation that is passionate about what it does, we would love to hear from you - together, we will beat heartbreak forever.

Dr Douglas Gurr
Chair of the Board of Trustees

Our story

The BHF is here to Beat Heartbreak Forever. We are working towards a world free from the fear of heart and circulatory diseases. A world where families are not devastated by the sudden loss of a loved one. A world where every child gets to grow up with a healthy heart.

Our strategy is our plan to get there sooner, built on six decades of progress.

When the BHF was founded in 1961, heart and circulatory diseases caused over half of all deaths in the UK. Sudden death from a heart attack at the age of only 50 or 60 was so common it was thought to be just a fact of life. But with unwavering public support, BHF-funded researchers began to pioneer a revolution in the understanding and treatment of conditions like coronary heart disease. And nowadays, 7 out of 10 people survive a heart attack. Since our founding, our research has helped to reduce heart and circulatory deaths by more than half.

But we can't stop now. Heart and circulatory diseases still cause untold heartbreak for millions of families. And although we've made great strides in solving the problems of the past, new challenges are emerging that demand a radical new approach.

As survival from heart attack and stroke continues to rise, more people are living into old age, often with multiple chronic conditions that require new kinds of treatment and care. The number of people living with dementia, for instance, is expected to almost double every 20 years. Rising risk factors like obesity and diabetes are putting our progress at risk, and inequalities in our healthcare system still persist.

We know research is the answer. And we need to act now. Only through continuing to push the frontiers of discovery, embracing the opportunities of our digital new world, and developing truly innovative solutions, will we be able to turn back the tide.

By building evidence, influencing key decision-makers and involving people in their own health and care, together we can drive change at a national, local and community level. We can stop more people developing heart and circulatory diseases in the future, and make sure those with existing conditions and risk factors are detected and treated early. We can ensure that everyone, regardless of their personal circumstances, has access to the care and support that they need.

Our values

Live it. Beat it.

Our values embody our behaviours and actions, both big and small. The way we work together, knowing what to expect of each other, our leaders and ourselves enables us to live our values and be fearless in our approach.

Together, we can create a world free from the fear of heart and circulatory diseases and beat heartbreak forever.



Our strategy to 2030

We fund research to save and improve lives.

Pioneering research is at the core of who we are. It's in every breakthrough we've made, and every advance we'll make in the future. It drives everything from transformational treatments to innovative new services. But to achieve our vision we have to expand our work, enhance it, and speed up discovery. We have to turn what we learn into life-saving medical progress.

So with the goal of investing at least £1bn in research over the next ten years, we are full speed ahead.

We work with patients and the public to improve their health and care

As the nation's heart charity, we advocate for and with people affected by heart and circulatory diseases. We develop and drive forward innovative new ways to respond to their needs by listening carefully, working together and thinking big. We want fewer people to develop heart and circulatory diseases in the future, whilst making sure those with existing conditions and risk factors are detected early. We want everyone, regardless of their personal circumstances, to receive the treatment and care they need.

We grow support and income

We've come a long way since we were founded. But the world around us is changing, with new and more complex challenges arising that require radical action. If we don't invest more in life-saving research and innovation now, the burden of heart and circulatory disease will only grow. We need to raise more money than we ever have before, and we want everyone to join us in helping to beat heartbreak forever.

We strive for excellence

We're a leading organisation both within and beyond our sector, with a reputation hard-earned by the dedication and commitment of our people. People who are brave, informed, compassionate and driven in everything they do. By living our values, we will make sure we never take this reputation for granted.



Role of our Trustees

Our Board of Trustees is comprised of medical and non-medical members who are responsible for providing appropriate oversight, governance and leadership to the charity in the pursuit of its strategies to fulfil its charitable purposes, including:

Setting and evaluating the:

- strategy and key policies of the BHF, and
- developing the BHF's aims, objectives and goals;
- fulfilling their collective responsibility for the governance of the BHF in accordance with the BHF's governing document, prevailing legal requirements and regulatory guidelines; and

- monitoring and inspiring the performance of the BHF, its Executive Group and Senior Leaders.

All Trustees are expected to:

- work in partnership with other Trustees and the Executive Group to achieve the BHF's objectives, and
- act as high level representatives for the BHF.

Person specification

All Trustees will have a strong track record in leadership of complex organisations and must be able to demonstrate:

- a) Highly effective leadership skills at board level in a large and complex organisation.
- b) Experience of high level strategic and business planning and an ability to understand and shape the BHF's strategy and influence its implementation.
- c) A clear understanding of the role of a Trustee and knowledge of the principles of and current best practice in good governance.
- d) Integrity and judgement.
- e) A collaborative approach to working, proactivity, a willingness to offer constructive challenge and support collective decisions.
- f) Ability to analyse and evaluate management information and other evidence.
- g) Excellent communication skills, and an ability to persuade and influence to promote the interests of the charity.
- h) The necessary networks and contacts to assist the BHF in achieving its objectives.
- i) A strong commitment to the BHF's aims, mission and values, and an understanding of the opportunities and challenges which it faces.
- j) Behaviours that demonstrate, model and reinforce the BHF's values – Brave; Informed; Compassionate; and Driven
- k) A sharp mind with the ability to think creatively but remain mission focussed.
- l) The ability to devote sufficient time, preparation and effort to discharge the responsibilities of a BHF Trustee.
- m) A willingness to spend time with supporters, beneficiaries and volunteers and so inform discussions of the Board of Trustees.
- n) A commitment to inclusion and diversity.
- o) Good listening skills and an openness to other views and feedback on own contribution.

Medical Trustees

In addition to the general Trustee requirements, each Medical Trustee shall be a distinguished clinician, science researcher or engineer with extensive and senior experience of leading or overseeing scientific, engineering or medical research in a university or hospital setting either in the UK or internationally (but not necessarily in the field of cardiology).

Non-Medical Trustees

In addition to the general Trustee requirements, Non-Medical Trustees, shall (1) be proven leaders in their fields, (2) have a curiosity and appetite to understand, as well as an affinity for scientific and medical research, and (3) be both willing and able to take a leadership position on one or more of the specific priority areas of the BHF: commercial income generation, fundraising, financial risk and audit, strategy development, or Government relations.

Further information

For more information about being a trustee please refer to the Charity Commission's guidance "The Essential Trustee – what you need to know". [Click Here to View](#)



Key responsibilities & duties

Key responsibilities:

- To set and approve the overall strategy and key policies of the BHF.
- To ensure that the BHF and its representatives function within the legal and regulatory framework of the sector and in line with the BHF's governing document, continually striving for best practice in governance.
- To uphold the fiduciary duty invested in the role of Trustee, undertaking all duties in a way that upholds best practice in governance to maintain or enhance public confidence and trust in the BHF, including avoiding personal conflicts of interest.
- To determine the overall direction and development of the BHF through good governance and management, and clear strategic planning.
- To direct and monitor performance of the BHF and ensure that it is solvent and well run.

Key duties:

Strategy:

- Setting and approving the overall strategy of the charity and clear objectives with plans to achieve this.
- Regularly reviewing performance against these objectives and holding the Chief Executive to account for the effective management and delivery of those objectives, where appropriate.
- Actively participating and informing discussions on the strategic development of the charity.

Governance/Compliance:

- Ensuring that the charity complies with its governing document, company and charity law and any other applicable legislation and regulations including health and safety, safeguarding, employment and data protection law among others.
- Being cognisant of Charity Commission and Fundraising Regulator guidance, the Charity Governance Code and the legal duties of Trustees/Directors.
- Ensuring the effective and efficient administration of the BHF and its resources.
- Maintaining the financial stability of the BHF and ensuring that robust systems are in place for internal financial control and the protection of the BHF's funds and assets.
- Maintaining sound financial management of the BHF's resources, ensuring expenditure is in line with the BHF's objectives and that investment activities meet accepted standards and policies.
- Establishing and monitoring key policies that govern organisational activity, and ensuring the charity's systems for risk management systems are robust.
- Providing oversight of key policies such as health and safety, safeguarding, the prevention of fraud and other areas of risk as identified on the Corporate Risk Register.

Leadership/Performance Monitoring:

- Setting challenging objectives for improving performance and monitoring performance against those targets.
- Acting in the best interests of the BHF, its current and future beneficiaries at all times.
- Ensuring that the good name and reputation of the BHF with its body of supporters is rigorously protected.
- Promoting and developing the BHF in order for it to grow and maintain its relevance to the scientific community and the wider community.
- Taking time to meet people affected by heart and circulatory diseases - patients and their families – and reflecting their experiences in future plans.
- Monitoring the work and activities of the BHF and the Executive and Leadership Groups.
- Positively impacting Board of Trustee meetings (and any Committee meetings to which the Trustee is appointed) through bringing informed, quality perspectives to add contribution and stimulate debate.
- Building strong, effective and trusting relationships with fellow Trustees, members of the Executive Group, Senior Leaders and other stakeholders.
- Maintaining the confidentiality of sensitive/confidential information received in the course of a Trustee's responsibilities to the BHF.

In addition to the above, each Trustee should use any specific skills, knowledge or experience s/he has to help the Board of Trustees reach sound decisions. These may involve scrutinising Board and Committee papers, leading discussions, focussing on key issues, providing advice and guidance on new initiatives and other issues in which the Trustee has special expertise.



Terms of appointment

Time commitment

Trustees are expected to attend four (4) Board meetings a year (in London), the BHF's Annual Summit and an annual Board of Trustees Strategy Day, with occasional sub-committee meetings, site visits and ad-hoc meetings as required. Trustees are also encouraged to formally join other Committees of the BHF, as appropriate to their skills and experience, to better understand the operation of the BHF and to use their valuable skills more widely within the BHF.

In between Board meetings, Trustees may be required to meet and/or engage in contact via email or phone, with the Chief Executive, and other BHF staff and volunteers as necessary. The time commitment for Trustees is on average 1 to 2 days per month.

Remuneration

The role is an unremunerated voluntary position, but reasonable expenses will be met.

Role as ambassador

Trustees are expected to be good ambassadors for the BHF. Their behaviour at all times should enhance and protect the reputation of the BHF and be in accordance with Charity Commission guidelines. They should take every opportunity to champion the BHF and support its activities.

Term of office

Three years, thereafter renewable for further terms with an expectation that (except in exceptional circumstances) all Trustees serve a maximum of two consecutive terms of office.

Diversity and inclusion

The British Heart Foundation recognises the importance of board diversity and in seeking to attract the best talent and expertise is committed to increasing diversity across its Board and wider committee structure.

Governance & organisation chart

The BHF is a charity registered in England & Wales, and Scotland, and a company limited by guarantee in England and Wales. As such, the Board of Trustees has full legal responsibility for the actions of the BHF under the Charities Act 2011 and the Companies Act 2006.

As the Board of Trustees is responsible and liable for the governance and functioning of the BHF, it is accountable in varying degrees to a variety of stakeholders including the Charity Commission, Companies House, the Information Commissioner and Fundraising Regulator.

There are three main levels to our governance structure:

Our Board of Trustees

The Board of Trustees, chaired by Dr Doug Gurr, is responsible for the governance and strategy of the BHF. The Board is made up of 14 Trustees comprising of an equal mix of medically-qualified and lay members. All have full legal responsibility for the actions of the BHF.

The Board meet at least four times a year and delegates day-to-day responsibility for the running of the BHF to the Executive Group.

Our governance streams

The Board also delegates specific responsibilities and activities to various specialist sub-committees including the Audit & Risk, Investment, Retail, Nominations and Remuneration committees.

Each committee is placed in one of three streams: governance, operational or advisory.

Our Advisory Council

The Advisory Council comprises the Board of Trustees, the members of all the BHF's Governance Committees, Operational Committees and Advisory Communities, as well as key supporters and advisers to the BHF.

It is chaired by Professor Sir Kent Woods, our Vice-Chair of Trustees. A one-day Annual Summit is held each year for the Advisory Council to provide input in support of the BHF's aims.

Board of Trustees

Governance

Audit and Risk
committee

Nominations
committee

Remuneration
committee

Operational

Chairs & Programme
Grants committee

Project Grants
committee

Fellowship committee

Clinical Studios
committee

Translational Awards
committee

Investment committee

Advisory

Retail committee

Fundraising board



Application process & timelines

How to Apply:

The recruitment process is being undertaken by Inclusive Boards on behalf of the British Heart Foundation. If you wish to apply for this position, please supply the following:

- A detailed 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 note that the covering letter is an important part of your application and will be assessed as part of your full application
- Please provide details of two professional referees together with a brief statement of the capacity and over what period of time they have known you
- Referees will not be contacted without your prior consent
- Diversity monitoring form – Your data will be stored separately from your application and will at no time be connected to you or your application

To apply for this role, please send your CV and cover letter to:

Ros Hollinghurst

Ros.h@inclusiveboards.co.uk

07568 137714

Closing deadline: 15th April 2019, 23:59

Interviews: w/c: 13th May 2019

bhf.org.uk

Beat heartbreak forever

Beat heartbreak from  heart diseases and all circulatory diseases

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