



THAMES VALLEY AIR AMBULANCE
Trustee Candidate Pack 2021

THAMES VALLEY 
AIR AMBULANCE

INTRODUCTION FROM OUR CHAIR

Thank you for your interest in becoming a Trustee at Thames Valley Air Ambulance. I hope you enjoy learning a little bit more about us from this pack and by browsing our website, and of course I will be delighted if this leads to you making an application.

Thames Valley Air Ambulance has been at the frontline of saving lives for over 20 years, during which time we have continued to grow and adapt to both the changing needs of our community and with developments in the delivery of pre-hospital emergency medicine.

Our most significant change 3 years ago was to become an independent healthcare provider. This allowed us to expand our work, upgrade our resources, and most importantly reach more patients. We are now at an exciting point in our journey. We have worked hard to get to this point, becoming the first Air Ambulance to receive an Outstanding rating from the healthcare regulator CQC (Care Quality Commission) in March 2020. We are currently working on new and ambitious plans to ensure that we can continue to do the things we know make a difference in our community.

A core part of our plan is to ensure that our future is sustainable and financially secure. It costs around £10m per year to run the charity and deliver our frontline services and we rely on the generosity of the people who live and work in Berkshire, Buckinghamshire and Oxfordshire to fund our work. We need to grow our income to match our ambitions in helping people in a medical emergency. To guide and support the team to deliver this we are currently seeking to appoint someone who understands the landscape of charitable income generation and can bring a fresh perspective. Someone who has insights of innovation and trends across the spectrum of fundraising.

You will be joining a Board of experienced professionals from a range of backgrounds who share one thing – being totally committed to Thames Valley Air Ambulance and supporting the incredible team who together, protect, save and revive lives, 365 days a year.

Sarah Roberts, Chair
Thames Valley Air
Ambulance



ABOUT US

Thames Valley Air Ambulance is the charity that gives everybody in our community the best chance of surviving and recovering from an emergency.

We're here for you and your loved ones. Whoever you are. Wherever and whenever you need us. In Berkshire, Buckinghamshire and Oxfordshire.

Bringing hospital-level care to you by land and air. Medicine and equipment. Paramedics and doctors. Our team are highly trained and ready for any eventuality. Giving you the best chance when the worst happens.

Together, we do everything in our power to protect, save and revive lives with the best critical care at the scene and beyond. We are not government or lottery funded, so rely on the generosity of our community - and people like you - to fund us.





CRITICAL CARE RESPONSE

OUR MISSION

Together, we do everything in our power to protect, save and revive lives with the best critical care at the scene and beyond.

OUR VALUES & BEHAVIOURS

The Thames Valley Air Ambulance values give us focus and direction. They guide us in how we go about delivering our mission. Our values are the principles that define how we deliver our service and run our operations. There are four core values that direct our behaviours in all our activities across the charity, bringing us together around our shared purpose. These values are the foundation of our service and the way we interact with our stakeholders and each other. They define how we each contribute to the growth of our organisation and our team.

WE CARE NO MATTER WHAT

- We are kind to ourselves and each other.
- We are welcoming and take time to listen.
- We are compassionate and conscientious.
- We put patients at the heart of everything we do.
- We are passionate about the positive difference we make.

WE DO THE RIGHT THING

- We remain true to our purpose.
- We are open, honest, and transparent.
- We respect and trust each other.
- We are fair and do not judge.
- We learn from our mistakes.

WE GO ABOVE AND BEYOND

- We are professional and proud of our work.
- We do everything in our power to make a difference.
- We strive to be the best we possibly can be.
- We are innovative and forward thinking.
- We constantly look to learn and improve.

TOGETHER, WE ARE THAMES VALLEY AIR AMBULANCE

- We are one team.
- We collaborate to achieve our goals.
- We support and appreciate each other.
- We share our expertise and learn from others.
- We celebrate our successes.

COMMITMENT TO EQUALITY, DIVERSITY & INCLUSION

Thames Valley 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 and political beliefs.

Thames Valley Air Ambulance is deeply committed to inclusive working practices, so during the application process we commit to:

- Paying for childcare whilst you are at interviews where these take place in person.
- Paying for your travel costs to the office and back for interviews held in person.
- Making any reasonable adjustments – for example ensuring we have a sign language interpreter organised in advance if you'd like them.
- Providing this document in a Word document format readily available to download.
- Offering a guaranteed first stage interview with Inclusive Boards for disabled candidates who meet the minimum requirements for the role.

If there is anything else you are concerned about or think we could provide, please let us know.

ABOUT THE BOARD

Our Trustees are collectively responsible for ensuring we are well funded, properly managed and compliant with the relevant legislation, so we can carry out our charitable mission.

The Trustees set our strategic priorities, vote on major policy decisions and monitor our performance.

Our Board is currently made up of 9 Trustees, bringing decades of experience and expert knowledge – legal, financial, medical, aviation, marketing and fundraising.

ABOUT THE ROLE

Thames Valley Air Ambulance is seeking a new Trustee, with a strong background/expertise in fundraising/income generation.

The Trustee will become a member of the Fundraising and Engagement Committee, with a view to becoming Chair of this Committee in the near future, after a period of transition/handover with the current Chair.

The Trustee should be able to provide appropriate challenge and support to an experienced Fundraising Director, leading a professional fundraising team.

Thames Valley Air Ambulance carries out a full range of fundraising activities, including community fundraising, major gifts, lottery and direct mail, and supporter care also sit within the Fundraising team.



PERSON SPECIFICATION

Essential

- Experience of diverse fundraising practices.
- An understanding of the challenges facing charities.
- Commitment to the Charity, its Objects and values.
- A willingness to devote the necessary time to the role
- Strategic and forward-looking vision.
- Good, independent judgement.
- An ability to think creatively.
- A willingness to speak their mind.
- Good communication and interpersonal skills.
- The ability to balance tact and diplomacy with willingness to challenge and constructively criticise.
- Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- An ability to work effectively as a member of a team.

- Excellent networking skill and influencing skills.
- The ability to provide appropriate challenge and support to a professional Fundraising department.
- A commitment to Nolan's Seven Principles of Public Life: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.

Desirable

- Successful experience of operating at senior management or Board level in a charitable, public sector or commercial organisation.
- Knowledge of digital or social media fundraising and data insights.
- Knowledge of the voluntary sector.
- Knowledge of the Fundraising Regulator Code of Fundraising Practice and its guidelines.

ADDITIONAL INFORMATION

TIME COMMITMENT

- The Board and Committees each meet at least four times a year, and there are usually at least two other sessions, such as team building or strategic development, each year.
- Each Trustee will be a member of the Board, and will be required to serve on at least one of the three Committees.
- In addition to Board and Committee meetings, other contact – usually electronic or by telephone – will be necessary.

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.

TERMS 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. If you are offered an appointment you will receive a detailed summary of your main terms and conditions.



HOW TO APPLY

The recruitment process is being supported by Inclusive Boards on behalf of Thames Valley Air Ambulance. If you wish to apply for this position, please supply the following by 23.59 21/10/2021

- 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 their relationship to you 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.

If you have any questions or would like to arrange a call to discuss the role please email TVAA@inclusiveboards.co.uk or call 0207 267 8369.

Please send your CV and cover letter to TVAA@inclusiveboards.co.uk or visit www.inclusiveboards.co.uk/opportunities to apply online.