



THAMES VALLEY
AIR AMBULANCE



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CHAIR CANDIDATE PACK 2023

INTRODUCTION FROM OUR CEO

Thank you for your interest in Thames Valley Air Ambulance.

We pride ourselves on being a vibrant and dynamic charity, committed to delivering advanced critical care to people who live, work and travel in the counties of Berkshire, Buckinghamshire and Oxfordshire.

Everyone at Thames Valley Air Ambulance is passionate about what we do and every role makes a difference to the care that we provide. Our values matter and we strive to live them in all we do and every decision that we make.

We are just entering the second year of our [2022-2025 strategy](#). It's an ambitious strategy that is dedicated to enhancing our patient care at the scene and beyond. Achieving this requires us to grow our income to at least £14m by 2025 and, as well as focusing on frontline operations, we also need to invest in training, education and other support services that enable us to reach our goals.

The Chair of Trustees is an incredibly important role for TVAA. As you will read later, they will lead the Board in fulfilling its legal and governance responsibilities but, more than that, the Chair should be committed to helping us achieve our goals. They will be ambitious for the charity, compassionate, thoughtful, collaborative and engaging, with an ability to bring out the best in others.

For a charity with just under 150 staff, we are surprisingly complex and we employ people with highly specialist skills and experience. The Chair will need to take the time to understand how all the parts fit together in order to be able to provide supportive challenge and an alternative perspective, both to me and to the wider Executive Team, whilst also providing leadership to the Board.

Above all, we are seeking an individual who shares our passion to make sure we are the very best that we can be – for our patients, our crews, our supporters, our volunteers, our staff and our Board.

If you feel excited by the prospect of helping us to achieve this and have time and skills we are seeking then we would love to hear from you.

Thank you!



Amanda McLean
CEO, Thames Valley Air Ambulance

ABOUT US

Thames Valley Air Ambulance exists to give everybody within Berkshire, Buckinghamshire, and Oxfordshire the best chance of surviving and recovering from an emergency. We do everything in our power to protect, save and revive lives, with the best critical care at the scene and beyond.

We save lives by bringing the best expertise, equipment, and medication to the scene of every incident. We revive lives by providing access to support for patients and their loved ones. And we protect our community by being ready to respond when we are needed.

With a doctor and a paramedic on board, we bring hospital-level care to the patient. Our helicopter and five Critical Care Response Vehicles mean that we can be there when every second counts. For former patients and their loved ones, our Aftercare service provides a lifeline when their world has been turned upside down.

We are not government or National Lottery funded and we rely on the generosity of the community we serve to fund us. This means we need to raise over £14m annually within the next two-three years.

The nature of the care we provide means we are highly regulated. We are directly responsible for delivering patient care and have been registered with the Care Quality Commission (CQC) since October 2018. In March 2020 we were the first air ambulance to be rated outstanding by CQC. In autumn 2022 we were awarded our own Air Operator Certificate by the Civil Aviation Authority (CAA) meaning that we are also responsible for our air operations.





OUR PURPOSE

To give everybody within our community the best chance of surviving and recovering from an emergency.



OUR MISSION

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

OUR VALUES & BEHAVIOURS

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

In words:

Care, Compassion, Kind, Passionate



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**

In words:

Excellence, Innovative, Professional, Dedicated

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

In words:

Trust, Responsible, Honest, Respect

TOGETHER WE ARE THAMES VALLEY AIR AMBULANCE



- We are **united** by our mission
- We **collaborate** to achieve our goals
- We **support** and **appreciate** each other
- We **share our expertise** and **learn from others**
- We **celebrate our successes**

In words:

Together, Teamwork, Collaborative, Community



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 or other difference.

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

- ▶ Paying for care and childcare whilst you are at interviews.
- ▶ 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.

This commitment extends beyond the application process. Once in post, we will continue to ensure inclusive working practices.



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. Trustees provide oversight, perspective and supportive challenge to an experienced Executive Team.

The Trustees set our strategic priorities, make major policy decisions, including approving our annual budget, and monitor our performance.

Our Board is currently made up of 12 Trustees, bringing experience and expert knowledge in a range of fields including: HR, governance, finance, medical, aviation, marketing and fundraising.

The Board has 3 committees: Fundraising & Engagement, Medical & Operations, and Risk, Finance & Planning (including remuneration). In line with best practices, each committee is chaired by a nominated Trustee. The Chair of the Board sits on Risk, Finance & Planning committee but is also ex officio on other committees and it is anticipated they will attend as required from time to time for information and support.



ABOUT THE ROLE

This is an exciting opportunity to contribute strategically to a lifesaving charity!

We are looking for an individual, with previous charity Board experience, who shares our values, who will work with fellow trustees, the CEO and the Executive Management Team to put patient care at the heart of every decision we make.

Thames Valley Air Ambulance needs a strategic Chair who will still take the time to understand the intricacies of what we do. We are looking for someone who is willing to challenge and ask difficult questions whilst being equally willing to learn. We want a Chair who strives for excellence and is excited by innovation without ever losing sight of the need to consistently get the basics right.

This fits alongside the traditional requirements of the Chair role in terms of strategy, governance, Board leadership, compliance, CEO appraisal, adherence to our charitable purpose and other similar responsibilities.

The full role profile can be accessed via the link below.

[Role Profile](#)



PERSON SPECIFICATION

We are seeking an experienced and inclusive leader who can bring strategic insight; commitment and integrity to the leadership of our governance and Trustee Board.

In addition to chairing skills and a track record of executive and non-executive leadership, candidates must demonstrate a commitment to our purpose, mission, values and behaviours.

The following person specification criteria apply.

- ▶ Sound understanding of the role of Chair and Trustee and the relationship between Chair, the Board and CEO including a good understanding of governance.
- ▶ Ability to think strategically, synthesise complex information, weigh up options, measure risks and build consensus amongst board members.
- ▶ Collaborative in style, leads by example encouraging fellow board members to contribute and to feel engaged and valued.
- ▶ Ability to act as a critical friend to challenge Trustees and the executive team where necessary
- ▶ A proven commitment to equality, diversity and inclusion
- ▶ Experience of building productive external relationships with a growth mindset
- ▶ Excellent interpersonal, communication and presentation skills
- ▶ Drive, energy and enthusiasm for Thames Valley Air Ambulance and its mission
- ▶ High levels of integrity and compassion.



ADDITIONAL INFORMATION

Time Commitment

- ▶ The Board and Committees each meet at least four times a year. There are also at least two other sessions annually, such as team building or strategic development. Most Board meetings will be face to face, but committees normally meet virtually.
- ▶ The Chair meets at least monthly with the CEO and holds an annual 1-to-1 with each Trustee. Timings and style to be agreed with the successful candidate.
- ▶ Other Ad-hoc duties such as attendance at events, panels and working groups.
- ▶ We anticipate a total yearly commitment of approximately 40 days.

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. The appointment will be made for a three year term, renewable once.



HOW TO APPLY

The recruitment process is being supported by Inclusive Boards on behalf of Thames Valley Air Ambulance. If you would like to apply, please supply the following by no later than 23.59 on 08/05/2023:

- ▶ 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.

Key Dates

- ▶ Application Deadline: 08/05/2023
- ▶ Face to face interviews: 01/06/2023 or 05/06/2023
- ▶ Trustee Board meetings, candidate to join as Trustee and Chair Designate: 27/06/2023 and 21/09/2023
- ▶ New Chair formally takes up post at January Board meeting: 11/01/2024

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



INCLUSIVE BOARDS

About Us

Inclusive Boards is the UK's leading board diversity practice. We have worked alongside over 300 organisations to provide support with Board recruitment, development and governance reviews. We strive to be at the forefront of equity and diversity, and believe that everyone should be represented at Board level. Additionally, we also provide bespoke training sessions on a variety of subjects including personal branding, inclusive recruitment practices and board structures and governance as well as delivering leadership development programmes for underrepresented leaders across a range of sectors.

Contact us today

Improve diversity on your Board, please don't hesitate to contact us via hello@inclusiveboards.co.uk.

To join a Board, sign up to become a candidate via our website and be notified of the latest opportunities as and when they become available.



www.inclusiveboards.co.uk



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