



Financial Trustee Candidate Pack 2023

Introduction from the Chair of Staff College: Leadership in Healthcare

Thank you for your interest in The Staff College: Leadership in Healthcare (Staff College). This is an exciting time to join our Board of Trustees.

We are a small and agile organisation passionate about developing great leaders able to deal with the complexity of providing outstanding health and social care. This important mission has been our driving purpose since we were established in 2010. Since then, we have worked with five and a half thousand leaders.

We are widely recognised for the quality of our faculty, drawn from military, clinical and executive coaching backgrounds; for the experiential programmes we deliver and the impact these have on changing the thinking and behaviours of the leaders who attend them.

The organisation is at an exciting time in our development. We have grown exponentially on the back of recommendation and word of mouth and work closely with a variety of NHS organisations including NHS England, NHS Foundation Trusts, Integrated Care Boards/Systems and Primary Care. The past year has seen a 50% increase in activity and income and seen us deliver programmes to healthcare leaders in every region of England for the first time. We have our sights on the future with a strong desire to develop into a more mature organisation capable of providing our potent leadership development programmes to more leaders across England, and beyond.

We are looking to recruit a new Financial Trustee who is an outstanding strategic thinker and has previous experience in accounting and audit. The successful candidate will be a qualified accountant with a keen interest in the development of better leaders for health and social care.

The role is interesting and fun and will provide an opportunity to contribute your ideas to furthering our mission. It comes at a time when the need for great leaders in health and social care, and the pressures on them is hugely important.

We value diversity of thought within the organisation and welcome applications from all. If you think you have the skills and attributes we're looking for, then we would be delighted to hear from you.

I hope you will apply and look forward to meeting you.



Liz Padmore, Chairwomen

About Staff College: Leadership in Healthcare

The Staff College: Leadership in Healthcare (Staff College) is a national charity that delivers a wide range of leadership development programmes and coaching offers for senior and high potential aspiring leaders.

Our practical and experiential programmes enable leaders to develop the awareness, skills and moral behaviours to enable them to lead within the increasing complexity of providing health and social care.

We offer three different programmes, our flagship Senior Leadership Development Programme, bespoke programmes for organisations and bespoke programmes designed around the specific needs of a team or Board.

At Staff College, everything we do is about people, from those that are involved in the charity, to the leaders we work with across the system. We're incredibly lucky to have the support of so many talented leaders across the public sector, many of whom give their time to us for free because they believe passionately in our cause. You can find out more about all those that contribute to the charity's success from our website:

<https://www.staffcollege.org>.



Our Vision, Mission and Values

Our Vision

Is to improve the quality of care and experience of those accessing health and social care services and the experience of staff providing them, through the development of better leaders.

Our Mission

Is to develop better leaders with a strong moral compass who can contribute to developing a more caring, inclusive and responsible culture within health and social care.

And to use our influence to foster greater understanding of the need and benefits of developing better leaders, and the challenges to doing so.

Our Values

We believe that leaders have more influence than they think and a societal responsibility to use their influence in service of the greater good.

We believe good leaders develop psychological safety within their teams, care about those they lead and put the needs of their people first. We believe that leadership is finding the moral courage to do the right thing on a difficult day.

We build a psychologically safe environment for leaders to learn and experiment in. We:

- ✘ Take the time to develop relationships with leaders.
- ✘ Use humour to promote emotional safety and rapport.
- ✘ Encourage openness, open heartedness and the assumption of positive intent.
- ✘ Value directness in thoughts, language and behaviours.
- ✘ And provide a high level of support and challenge that enables leaders to develop further.

Our programmes encourage leaders to become more aware of, and take greater responsibility for, their thoughts, behaviours and actions.

We take the need for leadership development seriously, as individuals and collectively, recognising it is a continuous process. We encourage cognitive diversity, drawing on a rich set of perspectives and experience from across sectors within our team. And acknowledge that developing leaders is a non-linear process, of which we can only play a part.

Commitment to Diversity and Inclusion

The Staff College 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 disability, ethnicity, heritage, gender, sexuality, religion, socio-economic background and other differences.

The Staff College is deeply committed to inclusive working practices. We understand that individuals may have the skills and experience to be a Board member but feel that their personal circumstances, such as having caring responsibilities or being disabled, make it too difficult. We are keen to help overcome such barriers and will consider requests to have care and childcare costs reimbursed in order to enable individuals to attend the interview, and Trustee meetings if successful.

During the application process we commit to:

- 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.

If there is anything you are concerned about or feel we could provide, please do not hesitate to get in touch.

About the Role

The Board is responsible and liable for the governance and functioning of Staff College. It is accountable in varying degrees to a variety of stakeholders, including: beneficiaries, funders, the Charity Commission, Companies House and other regulators. Trustees must give close attention to the governing document, and to ensure that Staff College meets the growing demand within the voluntary sector and the wider general public, for charities to be open and accountable for their actions and inactions. Trustees should consider the wider implications of the decisions they make, and to communicate widely the formal reasons behind such decisions or actions, and above all else, they must adhere to any legal and regulatory requirements applicable to Staff College's activities.

Staff College's Trustees act jointly, working as a team, to ensure the charity's funds are properly used in the pursuit of the charity's mission. Trustees are accountable under charity law to the Charity Commission for all their actions as Charity Trustees.

Individual Trustees will be approached for specific advice related to their experience or field on an ad-hoc basis. The Finance Trustee will have an additional responsibility to provide advice and scrutiny to financial reports provided by the organisation.

Key Responsibilities

With other trustees to hold Staff College "in trust" for current and future beneficiaries by:

- ✦ Ensuring that Staff College has a clear vision, mission and strategic direction and is focused on achieving these
- ✦ Being responsible for the performance of Staff College and for its 'corporate' behaviour
- ✦ Ensuring that Staff College complies with all legal and regulatory requirements
- ✦ Acting as a guardian of Staff College's assets, both tangible and intangible, taking all due care over their security, deployment and proper application
- ✦ Ensuring that Staff College's governance is of the highest possible standard

Key Attributes

- ✦ Integrity
- ✦ A commitment to the organisation and its objectives
- ✦ An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- ✦ A willingness to devote the necessary time and effort to their duties as a trustee
- ✦ An ability to assist with the development of SC's strategic vision
- ✦ Good, independent judgement
- ✦ Willingness to speak their mind
- ✦ An ability to work effectively as a member of a team
- ✦ A commitment to understanding the principles of equality and diversity

Person Specification

We are seeking a new Financial Trustee who has previous experience in accounting and audit. The successful candidate will:

- ✘ Be a qualified accountant, experienced in your field.
- ✘ Have a keen interest in the development of better leaders for health and social care
- ✘ Understand the NHS and/or Health and Social Care landscape.
- ✘ Understand corporate governance and risk.
- ✘ Be driven by the values of Staff College.
- ✘ Have understanding and involvement in charities.

Additional Information

Location

Meetings are either held virtually or at our office in Temple, London

Time Commitment

The Board meet quarterly:

- Three two-hour Board meetings. Two of these are held virtually and one is held in person.
- One full day Board meeting and strategy development session

All Board members are also invited to attend bi-annual meetings of our Advisory Council. This meets twice per year for 90 minutes virtually. We anticipate the Trustee role, including attendance at meetings, preparation and ad hoc support to equate to a commitment of four-days per annum.

Conflicts 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

The role is a three-year term.

Remuneration

This position is unremunerated, Travel expenses for in person meetings can be covered.

How to Apply

The recruitment process is being undertaken by Inclusive Boards on behalf of Staff College. If you wish to apply for this position, please supply the following by **23.59 20/10/2023**. Interviews will take place on 13/11/2023.

- A detailed CV setting out your career history, with responsibilities and achievements.
- A covering letter (maximum 2 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.
- 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.

If you have further questions after reading this pack, please email **StaffCollege@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 **StaffCollege@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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