

Candidate Information Pack

**Trustee Roles: Philanthropy & Major Gifts and
Digital Skills**

Securing Our Future: Championing sustainable, innovative care and
strengthening community impact

Welcome from the Chair of the Board of Trustees at St Helena

Dear Candidate,

Thank you for your interest in joining St Helena at this pivotal moment in our history. Under our Securing Our Future programme, we took action to protect our specialist palliative care and bereavement support services in north east Essex. This has been a challenging period for the hospice sector in the UK as hospices like us navigate rising costs, increasing demand, and evolving income streams. We have been innovating how we deliver truly person-centred care whilst diversifying our income streams, with an increasingly commercial focus to how we deliver our charitable purpose.

To help us thrive, we are recruiting two new Trustees:

- A philanthropic leader with a proven track record in major gifts, diversified fundraising strategy, and nurturing high-net-worth relationships
- A digital strategist skilled in digital transformation, data-driven decision-making, and enhancing online engagement

You will join a supportive, forward-thinking Board that values diverse perspectives. We need your expertise to develop resilient income streams, harness digital innovation, and strengthen our bonds with donors and the communities we serve.

I look forward to working with you to deliver hospice care that is fit for the future together.

With best wishes,

Dr Fran Hyde

Chair, Board of Trustees

Trustee commitments & time commitment



At St Helena, we help local people face incurable illness, frailty, dementia, and bereavement with dignity and compassion. As a Trustee, you will:

- Embody our values (bold, passionate, caring) in every aspect of governance and public representation
- Use your networks in philanthropy or digital sectors to unlock new opportunities and partnerships
- Provide strategic challenge, ask the right questions, and support sustainable growth
- Lead on a topic area and build a relationship with relevant teams within St Helena
- Attend monthly Board meetings and an annual development day
- Be comfortable using Microsoft Teams (used for meetings and papers)

Time commitment: at least one day per month on average

- Board meetings: in person, monthly (excluding December) - typically 5.30–8 pm
- Meeting preparation, administration, and between meeting engagement/visits
- Regular catch ups with senior managers in lead topic area
- One full development day each year

For further information or a confidential discussion, please contact:

Fran Hyde
Chair of the Board of Trustees
Fhyde@sthelena.org.uk

Or

Karen Chumbley
Interim Co-CEO
Kchumbley@sthelena.org.uk

About St Helena

sthelena.org.uk

Helping local people face incurable illness and bereavement

Since 1985, St Helena has provided expert inpatient and community palliative care, coordinated via our 24/7 SinglePoint service and My Care Choices Register. We support families pre- and post-bereavement, reaching over 4,500 people each year.

Our ambitions for the future will rely on:

- Building financial resilience through diversified income (lotteries, trading arm, retail, major gifts)
- Embracing digital solutions for service delivery and donor engagement
- Deepening community partnerships to improve outcomes and extend our reach

We rely on the generosity of fundraisers, donors, volunteers, and the strategic guidance of our Trustees.

Employer statement

St Helena is an equal opportunities employer committed to a workforce representative of all backgrounds. We treat all employees and applicants fairly, valuing diversity in race, ethnicity, gender, sexuality, disability, age, religion, or belief. We are a Disability Confident Employer and undertake equality impact assessments on our services.

How to apply

To apply, please submit:

1. CV (maximum 2 A4 pages)
2. Supporting statement (maximum 2 A4 pages) addressing:
 - Your suitability for either the Philanthropy & Major Gifts Trustee role or the Digital Skills Trustee role
 - Your motivation for joining St Helena and contributing to our future ambitions

Email your application to sedwards@sthelena.org.uk

Subject line: "Trustee – St Helena"

We welcome applications regardless of background or personal characteristics. All applications are considered on merit. Disabled applicants may request adjustments at any stage.

Timetable

Closing date: Friday 10 October 2025

Interview dates: To be confirmed shortly after closing date

Role description: Trustee

Remuneration: Voluntary

Term of office: 3 years (renewable once)

Accountable to: Dr Fran Hyde, Chair of the Board of Trustees

Time commitment: Approximately one day per month

Checks: DBS check, mandatory safeguarding training, references

Core Responsibilities:

1. Ensure compliance with charity law, regulatory requirements, and our Articles of Association
2. Oversee financial sustainability, risk management, and prudent use of assets
3. Uphold duty of care: bring your professional expertise to ensure efficient, high-quality governance
4. Represent St Helena publicly, promoting our reputation and community relationships

Specific Trustee Roles & Person Specification:

Philanthropy & Major Gifts Trustee

- Proven track record of securing six- and seven-figure gifts and cultivating donor relationships
- Strategic understanding of funding landscapes, trust and foundation grants
- Experience shaping philanthropic strategy and stewardship frameworks
- Extensive networks in high-net-worth and corporate giving communities

Digital Skills Trustee

- Expertise in digital transformation, CRM platforms, data analytics, or online community building

- Proven ability to develop digital strategies that drive service innovation or fundraising growth
- Understanding of cyber-security, data governance, and digital accessibility standards
- Ability to champion a culture of innovation and continuous improvement

Personal Qualities (Both Roles):

- Strategic vision and independent judgement
- Strong communication, interpersonal skills, and diplomatic presence
- Commitment to St Helena's mission and values
- Willingness to devote time, speak one's mind, and work collaboratively

Compliance & governance duties

Trustees must:

- Act with integrity, avoid conflicts of interest, and protect charity funds
- Seek professional advice where there is material risk
- Ensure robust risk and reserve levels are maintained as set by the Board

We look forward to receiving your application and to working with you as we develop the future of compassionate care in north east Essex.