

Making a real difference



Cover photo - Trustees:
Left Hanif Maik OBE, Right Andy Chilton.



Message from the Chief Exec



Welcome, and thank you for showing an interest in this role and taking the time to read this information.

The reason you are reading this material is because we think you could be the next Trustee to make a difference to Children's Heart Surgery Fund (CHSF). Trustees play a vital role when it comes to shaping the future of this much loved regional charity.

To help us in the next phase of our growth, we are looking to strengthen our talented and committed board of Trustees with another addition. If you are excited about the prospect of using your skills and experience to make a difference to the patients in our region suffering from Congenital Heart Disease, then please read on.

The next couple of years will be a testing time for Children's Heart Surgery Fund whose aims are to increase income, to help the Leeds Heart Centre reach the extensive standards set out by NHS England over the next couple of years.

This will be a financially testing time for this speciality as the expectation for growth is imminent yet the budget from LTH is miniscule, and the Trust is becoming ever more reliant on charities such as CHSF.

Year on year CHSF has increased its income, however, we need to do more. We must capitalise on CHSF's 4-year high-profile 'Save our Surgery' Campaign, which led to a new review, ultimately ensuring the Leeds Heart Unit remained open. In the very near future the Leeds Congenital Heart Unit will become a Level One Surgical Centre, which will see more patients coming through its doors. This is an exciting time for both the Heart Unit and CHSF. We would like to ensure we provide the best possible support by fulfilling the needs of the children, adults and families that rely so heavily on our charity. We need to ensure the Heart, the Mind, the Family and the Future are at the forefront of all we do.

Yours sincerely,
Sharon Coyle
Chief Executive Officer

Trustee - unremunerated

Our current board is made up of committed and knowledgeable people: senior clinicians, business people, community leaders and a parent of a heart child. The board recognises the need to broaden its contacts through recruiting senior level people that can open up opportunities for us beyond our current networks.

We are seeking a person with some influence across Yorkshire who can open up doors and make real connections that can be followed up by senior staff. In particular, links within the business sector across Yorkshire. This could potentially increase the opportunity for patrons - something the charity has never had.

We are predominantly looking for someone with experience of the Marketing & Comms Sector.

We are seeking a real influencer. Someone who is at senior level but can give some of their valued time and experience in the field of Digital Media, Advertising, Crisis Management, etc.



About Children's Heart Surgery Fund

Established in 1988, Children's Heart Surgery Fund is a charity providing support for children and adults born with Congenital Heart Defects and their families.

CHSF provides valuable equipment, resources and research, as well as providing a support service for both the children and their families along the way.

CHSF was created in 1988 by Duncan Walker, then a heart surgeon at the old Killingbeck Hospital in Leeds. Thanks to his fundraising efforts, Duncan was given the accolade of Yorkshireman of the Year in 1990. Since inception, CHSF has awarded around £3 million in grants to the heart unit, its patients and their families and has gone on to win community awards for its campaigning.



Approximately
400 Children
undergo heart
surgery in one year



10,000 children
pass through the Leeds
Congenital Heart unit



**180 children
and families**
are seen by the psychology
service per year

Between 2012 and 2015,
1,669 children
and **722 adults**
underwent heart
surgery procedures



450 children
undergo
interventional
treatments

such as, pacemakers,
catheters, and stents

What we do

Equipment

We approve grant requests put forward by the Leeds Congenital Heart Unit for medical equipment, often revolutionary and worth many thousands of pounds each year.



Family accommodation

Being able to stay in the hospital when your child is recovering from surgery is of paramount importance to our families, so we help keep families together by funding parental accommodation, here in Brotherton Wing, exclusive to our families. Also, over the last four years we have awarded more than £410,000 to The Sick Children's Trust to help build and run Eckersley House – the main family accommodation at the LGI.



Ward facilities

We want the wards to be the best possible environments for patients and their families, so we provide furnishings, decorations, and equipment for the playroom, pay for games consoles, DVDs, toys and craft resources, and even fund the ward's resident and famous goldfish.



Supporting families

As well as funding some staff positions such as a psychologist to support families, we also award travel and other grants. Also, we offer a support network of thousands of fellow parents, patients, and extended family members on our Facebook community group, which has more than 4,500 members. If you have a question on anything from what to pack in your hospital bag to the best available travel insurance, or if you need just a bit of a boost, our fantastic supporters are always there for each other.



Research

We fund research posts and projects to help ensure knowledge of, and treatment for, congenital heart defects is always advancing and that our region leads that progress.

We're always looking for new ways to help support our patients, and our board of trustees meet regularly to consider applications for funding. Our quarterly supporter magazine, BraveHearts, will help you keep up to date with the projects we've funded.



Role description

Children's Heart Surgery Fund is a Company Limited by Guarantee (No. 1148359).

Duties

- To give strategic direction to CHSF
- To be a strong advocate of the work CHSF do
- Be committed to the vision, purpose and values of CHSF
- To play a full part in enabling the Board to arrive at balanced and objective decisions in the performance of its agreed role and functions
- To ensure that the objectives of CHSF, as agreed by the Board, are fully and properly carried out
- To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations.

Obligations

- Act in the charity's best interests, taking everything relevant into account
- Respect the charity's constitution and decisions taken under it
- Be diligent, careful and well informed about the charity's affairs
- Analyse information and where appropriate challenge constructively
- Be able to respect boundaries between executive and governance function
- Be able to maintain confidentiality regarding sensitive information
- Be able to make collective decisions and stand by them

Commitments

The Board meet informally 4 times a year. There is further expectation that Board members will contribute to specific project groups as they arise from time to time along with being invited to a couple of events per year.



Personal specification

Area	Requirement
Experience	<ul style="list-style-type: none"> • Experience of applying and promoting the highest of standards of corporate governance & compliance within a corporate environment • Track record of achievement in an appropriate environment and ability to represent a partner organisation at the highest level. • Experience of working in an environment where strategy development and implementation have been an integral part. • Experience of working in a service delivery or volunteer based organisation with a strong customer focus
Knowledge/Skills	<ul style="list-style-type: none"> • Strong interpersonal skills • Willingness to continually develop and refresh knowledge and skills • Maintain or acquire a strong command of knowledge related to CHSF
Competencies	<ul style="list-style-type: none"> • Ability to take a considered view in making judgements • Ability to nurture partnerships and mutual respect on the board • Ability to question intelligently • Ability to debate constructively • Ability to challenge rigorously, probe key issues and question accepted ways of working • Ability to make decisions objectively
Behaviours	<ul style="list-style-type: none"> • Uphold the highest ethical standards of integrity and probity • Actively support the CEO in his/her role of executing the strategy and business of CHSF • Ability to listen sensitively to the view of others, inside and outside the Board
Circumstances	<ul style="list-style-type: none"> • Willingness to commit time to attend meetings of the Board and Committees as necessary
Specific Skills	<p>We are looking for a blend of skills that will contribute to an effective Board -</p> <ul style="list-style-type: none"> • Business and operation • Strategic planning • Marketing/Media/PR • Legal/HR/Company Governance • Health • Financial Control

Children's Heart Surgery Fund team:

From left to right: Ben Andrews - Events and Sponsorship Fundraiser, Alex Green - Community Fundraiser, Andy McNally - Communications and Marketing Manager, Sharon Coyle - CEO, Myriam Barker - Community Fundraiser, Jane McCarthy - Finance and Admin Assistant, Ellie Brown - Corporate Fundraiser, Angela Casey - Finance and Office Manager

How to apply

If you wish to apply for this position, please supply the following –

Curriculum Vitae

An up to date CV setting out your career history

A supporting statement (or covering letter) –

Which fully addresses the criteria in the role description and person specification.

Referees

Details of two referees who can speak authoritatively about you 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.

If you wish to receive a hard copy of this document please email angela.casey@chsf.org.uk.



Please send all documentation to;

Children's Heart Surgery Fund

Room 003, B Floor, Brotherton Wing, Leeds General Infirmary, Leeds, LS1 3EX.
Tel: 0113 392 5742 Email: info@chsf.org.uk Website: www.chsf.org.uk

Your personal information

Your personal information will be held in accordance with the Data Protection Act 1998. You will not receive unsolicited paper or electronic mail as a result of sending us any personal information.

When we ask you for personal information, we promise we will:

- Only ask for what we need, and not collect too much or irrelevant information
- Ensure that you know why we need it
- Protect it and, insofar as is possible make sure no one has access to it who shouldn't
- Make sure we don't keep it longer than necessary
- Use your information only for the purposes you have authorised

How we deal with your information

We will deal with your application as quickly as possible and advise you regarding each stage of the process by email

After the closing date for applications

- You will receive an automatic acknowledgement of receipt of your application when you apply
- Potential candidates will meet for an informal chat with the CEO of CHSF initially
- Following this, if both parties are happy to proceed, a second stage interview will be conducted by a panel comprising of existing trustees
- If successful the candidate will receive a letter confirming the appointment

