

Associate Trustee (Developmental Role) - Role Description and Person Specification

Title: Associate Trustee (Developmental Role)

Location: St Oswald's Hospice, Newcastle upon Tyne

Reporting to: Chair of the Board of Trustees

Time Commitment:

- Board Meetings: Six per year (Approx. 2-3 hours per meeting)
- Committee Meetings: As required around three per year (Approx. 2 hours per meeting)
- Additional Time: Preparation for meetings, occasional events, trustee visits and training sessions

Duration: One year term, with potential for renewal or progression to a formal Trustee role

Role Purpose

The Associate Trustee role at St Oswald's Hospice is a learning opportunity for individuals to gain experience in charity governance. You will join board and committee meetings, contributing to discussions and decisions. This role helps develop future charity leaders by offering mentorship and practical governance experience.

Key Responsibilities

- **Attend Meetings:** Join and actively participate in board and committee meetings, sharing your insights on hospice-related issues.
- **Support Governance and Strategy:** Help develop and implement the hospice's strategic plan, ensuring decisions align with our mission and values.
- **Assist with Policy and Compliance:** Review policies and procedures to ensure we meet legal and regulatory standards.
- **Engage Stakeholders:** Work with staff, volunteers, beneficiaries, and partners to understand their needs and perspectives.
- **Participate in Training:** Take part in training sessions to learn more about charity governance and the hospice sector.

Key Attributes

- **Commitment:** Passionate about St Oswald's Hospice's mission and dedicated to improving end-of-life care.

- **Integrity:** Maintain high ethical standards in all actions and decisions.
- **Analytical Skills:** Able to analyse complex information and contribute to informed decision-making.
- **Communication:** Strong written and verbal communication skills, able to engage and influence others.
- **Team Player:** Willing to collaborate with board members, staff, and volunteers.

Benefits of the Role

- **Development:** Gain valuable experience in charity governance and leadership.
- **Mentorship:** Receive guidance from experienced trustees and senior leaders.
- **Impact:** Play a role in shaping the strategic direction and success of a vital local community service.
- **Networking:** Build connections with other community members, businesses, professionals and leaders in the region.