

# Crosshouse Children’s Fund

**Vacant Position – Trustee**

Crosshouse Children’s Fund (CCF) has an exciting opportunity for individuals to join the Board of Trustees. As a Trustee you will share responsibility for guiding and governing the Charity as it moves into its second year as an independently registered Charity, supporting babies, children and young people affected by ill health throughout Ayrshire & Arran. We are looking to recruit passionate and dynamic individuals who want to make a real and lasting difference to the lives of children and young people.

Our Trustees offer their time, experience and networks for the benefit of the Charity.

Since 2019, Crosshouse Children’s Fund has invested over £350,000 in the advancement of maternity, neonatal and paediatric healthcare throughout Ayrshire & Arran. As we enter the next chapter in the Charity’s being, we are keen to widen our scope of interest and develop a strategic plan which is both ambitious but sustainable. To realise our vision, we hope to recruit new Trustees who can join our existing cohort of experienced, sector leaders who can help to move the Charity forward in a period of growth.

# Crosshouse Children’s Fund:

Company number: SC736746

Charity number: SC051964

From the launch of CCF in 2019 as a restricted fund held by Glasgow Children’s Hospital Charity (GCHC), to the point of incorporation as a separate charitable company in June 2022, the Fund raised over £220k for the children and young people of Ayrshire & Arran.  By spring / summer 2022, with the continued development of regional fundraising, and together with a revamped fundraising and marketing strategy and a return to having dedicated fundraising staff for this region, the Directors of GCHC felt that the time was right to set up CCF as a charity in its own right.  This new entity, while having its own brand and legal identity, sits firmly within the group structure, overseen by GCHC and its charitable objectives will always remain in alignment with the overall group charitable objectives and ethos.  By sitting under the umbrella of the GCHC parent, it can share common resources and thereby maximise cost efficiencies.  The constitution of CCF as a separate legal entity has strengthened CCF’s brand and will maximise the opportunities to grow the income and develop the charitable activities moving forward into the future.

Crosshouse Children’s Fund aims to be there for every baby, child and young person treated and cared for in hospital or within a community health setting throughout Ayrshire & Arran, providing support to their families and the communities in which they live.

We raise funds to help those who tirelessly care for and nurture young lives at their most vulnerable; to invest in equipment, research and the continued improvement of facilities and services for children and families in hospital.

Our supporters and the children, families and staff we help sit at the heart of everything we do.

The Charity works to enhance the experience of the patients and their families at all stages of their hospital journey.  Each year more than 25,000 babies, children and young people are treated at University Hospital Crosshouse, and the Ayrshire Maternity and Neonatal Units.  With the help of communities across Ayrshire & Arran, CCF aims to raise funds to help these youngsters and their families have the best possible hospital experience.

We want to appoint talented and committed individuals who believe in our vision and can help the Charity to grow and flourish for the ultimate benefit of the patients, families and NHS staff that we aim to support on a daily basis.

# Skills sought:

Whilst all applications are appreciated, we are currently particularly interested in hearing from individuals with the following experience:

* Business Development
* Marketing & Communications
* Digital / Innovation
* Legal

As an organisation we are committed to Diversity, Equality and Inclusion (DEI) in all our work, and we will be seeking to bring people with diverse skills and backgrounds onto the Board.

Currently, we are also looking to recruit a new **Chair for the Board of Trustees**.

If you would be interested in finding out more about the role profile, please contact -

Kirsten Watson, Chief Executive

[kirsten.watson@glasgowchildrenshospitalcharity.org](mailto:kirsten.watson@glasgowchildrenshospitalcharity.org%20)

0141 212 8750

# Commitment to the Charity:

The term of office is 3 years with the option to serve for a further 3 years

Trustees would be expected to commit to the following:

* Frequently attend Board meetings, of which there are approximately 6 per year (every second month for 1.5 hours, currently virtual)
* Attendance at the Annual General Meeting (usually held on the same day as one of the Board Meetings)
* Attend infrequent strategy sessions and Trustee training (usually no more than twice per year)
* Occasional meetings with CCF staff to support with an area related to your specific expertise

More widely Trustees are expected to advocate on behalf of Crosshouse Children’s Fund using a wide range of networks and may become involved in representing, attending and supporting various CCF events throughout the year.

# Duties of a Trustee:

As a charity Trustee you will share ultimate responsibility for governing the Charity and directing how it is managed and run.

The Office of the Scottish Charity Regulator (OSCR) has produced a detailed document which sets out the duties and responsibilities of [Charity Trustees in Scotland](https://www.oscr.org.uk/managing-a-charity/trustee-duties/#:~:text=They%20may%20be%20called%20directors,for%20its%20activities%20and%20outcomes.).

# GDPR:

If appointed as a Trustee, the Charity is required to share your personal information in the following ways:

* As a Company Limited by Guarantee, we must register all Trustees as Directors with Companies House.
* As required, information to support grant and tender submissions.
* With banking institutions and insurance companies in relation of professional indemnity cover.

# Recruitment Process:

If you would like to be considered for a Trustee position with CCF, please provide the following information:

1. A written statement based on what you feel you can bring to the Charity.
2. A CV outlining your academic, volunteer and employment history and a summary of main duties and responsibilities. If you are retired, please let us know about your last period of employment.
3. All prospective Trustees must complete a Criminal Declaration Form which can be downloaded [here](https://www.glasgowchildrenshospitalcharity.org/assets/000/001/736/Criminal_Declaration_Form_original_%284%29_original.docx?1670589193) and returned via email / post with your CV and written statement.
4. All applicants will be asked to complete a voluntary equal opportunity [form.](https://forms.office.com/r/h7e9HQMxmR)
5. If you are shortlisted for interview, an interview will take place (virtually) with our Board Review Committee at the earliest convenience. At this stage you will be asked to provide contact details for two references (both references must know you in a professional capacity).

*Notes on Recruitment Process*

1. All prospective Trustees must be aged 18 years or over.
2. Prior to appointment, prospective Trustees will be subject to a disclosure check through the PVG Scheme in Scotland (Protection of Vulnerable Groups).
3. The Charities Act disqualifies people convicted of offences involving dishonesty or deception (unless the conviction is legally regarded as spent), undischarged bankrupts and those disqualified from company directorships from acting as a charity Trustee.
4. In order to progress your prospective application, we will be required to use your personal data. Please see our [How Your Data Will Be Processed](https://www.glasgowchildrenshospitalcharity.org/assets/000/001/294/How_Your_Data_Will_be_Processed_-_Trustee_Recruitment_original.docx?1640340357) document.
5. If you would like to speak with a current Trustee of CCF ahead of submitting a formal note of interest this can easily be arranged.

Please contact Kirsten Watson, Chief Executive -[kirsten.watson@glasgowchildrenshospitalcharity.org](mailto:kirsten.watson@glasgowchildrenshospitalcharity.org) / 0141 212 8750

1. If you require any adaptations to be made for any part of the recruitment process please contact Kirsten Watson, Chief Executive - [kirsten.watson@glasgowchildrenshospitalcharity.org](mailto:kirsten.watson@glasgowchildrenshospitalcharity.org%20) / 0141 212 8750

**To apply please send your CV, written statement, and criminal declaration form to -**

[**kirsten.watson@glasgowchildrenshospitalcharity.org**](mailto:kirsten.watson@glasgowchildrenshospitalcharity.org) **or**

Kirsten Watson

Crosshouse Children’s Fund

Merrylee House

8 Marchfield Drive

Paisley

PA3 2RB

**This is a voluntary position therefore the role is unpaid. Reasonable expenses would be reimbursed in line with the Charity's expense polic**