

BROUGHTON HOUSE VETERAN CARE VILLAGE

————— 1916 ONWARDS —————
WE CARE FOR THOSE WHO SERVED US

Candidate Pack for Chair of Trustees



WELCOME

Dear Applicant,

Thank you for your interest in becoming our new Chair.

Broughton House Veteran Care Village is an independent Charity (Registered Charity No. 1155225) established in 1916 to provide medical care for servicemen who had suffered injury in the First World War, and has since been providing residential and nursing care to veterans of the Armed Forces and Merchant Navy in the North West of England for over 100 years.

Transformation

In 2020, the Board of Trustees embarked on an ambitious project to demolish the original 1860's house, which was proving increasingly costly to maintain, and to transform the site into a £12.5m veteran care 'village', comprising a modern, 64-bed care home together with six supported living apartments and an Armed Forces Support Hub. This groundbreaking Veteran Care Village concept, a first in the UK, provides not only a range of residential and nursing care, but also extends to outreach support for veterans in the community.

Initiatives

Having realised the transformation, Broughton House Veteran Care Village recently launched two exciting new initiatives to further enhance the provision of support to veterans and their families. Working in partnership with Dementia UK, we have appointed an Admiral Nurse (senior specialist in dementia care) enabling the provision of specialist care for veterans living with dementia. In parallel we are expanding the reach of our Armed Forces Support Hub, a service that delivers wellbeing and welfare support to veterans in the community across the North West.

Vision

Our Vision is to be the leading provider of consistent, sustainable care and support to the maximum number of veterans and their families in the North West and in support of this, we aspire to maximise our direct charitable support to the veteran community.

New Chair

We are now seeking to appoint a new Chair of Trustees who, working in partnership with the CEO, will use their experience and strong organisational leadership to drive our future strategy and fundraising efforts to optimise the Charity's ability to provide outstanding support for veterans.

How we are run

Broughton House is a Charitable Incorporated Organisation (CIO) overseen by a Board of Trustees. The constitution of the Charity provides that the Trustee Body shall consist of not less than seven and no more than 15 Trustees. Trustees are appointed for a term of three years and serve for a maximum of three consecutive terms. The Board of Trustees exercise responsibility for the overall strategic direction, governance and management of Broughton House Veteran Care Village, ensuring that the Charity operates within the law and within its objects as laid down by its constitution. The Board of Trustees usually meets on a bi-monthly basis.

The Chief Executive is responsible for the day-to-day management of the Charity, Care Home and the Armed Forces Support Hub, and for the implementation of policies agreed by the Trustees. The CEO is also the appointed Nominated

Individual for the Charity. Responsibility for care delivery is delegated to the Director of Care (Registered Manager) by the CEO.

The Chair's Role

The Chair will hold the Board and Executive to account for the Charity's mission and vision, providing inclusive leadership to the Board of Trustees, ensuring that each Trustee fulfils their duties and responsibilities for the effective governance of the Charity. The Chair will also support the Chief Executive and ensure that the Board functions as a unit and works closely with the Executive to achieve agreed objectives. The Chair will act as an ambassador and public face of the Charity in partnership with the Chief Executive.

Terms of Reference for the Chair are included in this pack.

Time commitment

The Chair will attend around six Board of Trustee and six Sub-Committee meetings per year. Additionally, the Chair is also expected to have regular meetings with the Chief Executive and represent the Charity at events and meetings with key stakeholders occasionally. We are seeking a Chair who can offer the personal flexibility and availability to commit to the role during a time of significant progress in the Charity's development.

Remuneration

The role of Chair is a voluntary role, expenses and travel may be claimed.

Location

Broughton House Veteran Care Village is located in Salford, Manchester.

HOW TO EXPRESS AN INTEREST IN THE ROLE

Application

We hope that you will consider making an application to become Chair of the Board at Broughton House Veteran Care Village.

To make an application please send the following information to catherine.healey@broughtonhouse.com:

- A brief CV or equivalent biographical information.
- A short covering letter that explains your motivation and suitability for the role and confirms that you would not be subject to any conflict of interest.
- Please advise us of any dates that you would not be available to participate in the selection process as indicated below.

Selection Timetable

Closing Date: Friday 30th August 2024

Agreement of the shortlist: By Monday 9th September 2024

Interviews: Flexible, but ideally during September 2024.

TERMS OF REFERENCE – CHAIR OF THE BOARD OF TRUSTEES

The Role of the Chair

- Provide leadership and direction to the Board of Trustees to enable the Board to fulfil its responsibilities for the overall governance and strategic direction of the organisation.
- Ensure that the Charity pursues its objects as defined in its Constitution, charity law and all relevant legislation and regulations.
- Ensure that Broughton House has adequate financial resources to undertake its activities.
- Representing the Board, support the Executive to achieve the aims of the Charity and to optimise the relationship between the Executive and the Board.
- Be an effective ambassador for the Charity.

Main Responsibilities of the Chair

- Lead the Board to establish its organisational vision, goals, targets and to evaluate performance against agreed targets.
- Approve the annual cycle of the board meetings and meeting agendas. Chair and facilitate meetings, monitor decisions taken at meetings and ensure they are recorded and implemented.
- Liaise regularly with the Executive and Chair of Finance Committee to maintain a clear grasp of the Charity's financial position and to ensure full and timely financial transparency and information disclosure to the Board.
- Ensure that the Board's delegated authority is recorded by terms of reference for Board Sub-Committees, Trustees, the Executive and key members of staff, and that reporting procedures back to the Board are recorded in writing and complied with.
- Lead and mentor other Board members to fulfil their responsibilities and enable access to training/coaching/information to enhance the overall contribution of the Board.
- Lead the annual review of the Board structure, role, skills, relationship with the Executive and ensure the implementation of agreed changes/developments.
- Be a member of and attend other Broughton House sub-committees where appropriate.
- Seek assistance from experts in areas where the Trustees lack the necessary skills.

- In participation with the Board, appoint members of the Executive and lead the process of appraising and constructively guiding performance.
- Lead the Board in fostering relations with Ambassadors, potential partners, funders and donors.
- Act as adjudicator for disciplinary and grievance procedures if required.
- Fulfil the responsibilities of a Trustee in accordance with the Terms of Reference for Trustees and the Terms of Reference for the Board of Trustees.

Additional information

The above list is indicative only and not exhaustive.

The Chair will be expected to perform all such additional duties as are reasonably commensurate with the role.

PERSON SPECIFICATION

In addition to the qualities required of a Trustee of the charity, the Chair will bring to Broughton House Veteran Care Village qualities and values of leadership that set them apart including:

- Ability to demonstrate a strong and visible passion and commitment to the Charity, its strategic objectives and cause.
- Personal gravitas to lead an established Veteran organisation.
- Strong inter-personal and relationship building abilities and be comfortable in an ambassadorial role.
- Tact and diplomacy, with the ability to listen and engage effectively.
- Strong networking capabilities that can be utilised for the benefit of the Charity.
- Ability to foster and promote a collaborative team environment.
- Ability to commit time to conduct the role well, including travel and, on occasion, attending events out of office hours.
- Experience of operating at a senior strategic leadership level within an organisation.
- Successful track record of achievement through their career.
- Experience of charity governance and working with or as part of a Board of Trustees.
- Experience of external representation, delivering presentations and managing stakeholders.
- Significant experience of chairing meetings and events.
- Strong leadership skills, ability to motivate staff and volunteers and bring people together.
- Financial management expertise and a broad understanding of charity finance issues.
- Good understanding of charity governance issues.
- Familiarity with, or former service in HM Forces or the Merchant Navy is not essential, but would be an advantage.