



**Board of Trustees  
Recruitment Pack**



# About The Sussex Heart Charity

Our story begins back in 1970 when Cardiologist Douglas Chamberlain arrived in Brighton and started work to open a Cardiac Department. There were six acute hospitals at the time but none of them had dedicated cardiac facilities.

The Royal Sussex County Hospital was in the process of opening an Intensive Treatment Unit (ITU) and Douglas (with the help from colleagues) was given a small area for the first four Coronary Care beds. He also started a clinic to give patients advice, conduct tests and provide specialist medical treatment.

In 1979 Douglas was joined by Dr Richard Vincent, the clinic had become a department and was now serving a population of over 3 million people. Many kind patients wanted to pay for the specialist care and services they received and 'The Cardiac Department Discretionary Fund' was set up, the fund was used to buy equipment and support the growth of the department even further.

The discretionary fund was also able to support other areas of Cardiac Care including local research and community resuscitation training programmes, one of these was 'Heart Guard' the second of its type in Europe. By 1984 over 20,000 local people had been trained and as a result, many lives saved; successes that would have been very unlikely without bystander intervention.

In 1987 'The Cardiac Department Discretionary Fund' was incorporated as a charitable company and called the Brighton Heart Support Trust. The charity funded Automated External Defibrillators (AEDs) on two railway stations, we believe that these were the first two Publicly Accessible Defibrillators in Europe.

The Brighton Heart Support Trust continued to fund innovative equipment, research and training programmes within an ever-increasing radius and as a result started to fund projects outside the immediate vicinity of Brighton.

In 2006 it was decided that due to our now county-wide area of operation, the charity should change its name once more to better reflect our commitment to improving heart health for the people of Sussex and its associated hospitals. The Brighton Heart Support Trust became The Sussex Heart Charity (SHC) as we are known today, and we continue to work towards our mission to:

**IMPROVE** the care, treatment, resuscitation and rehabilitation of persons suffering from cardiac conditions with the overall aim to improve heart health for the people of Brighton & Hove, East Sussex and west Sussex.

**SUPPORT** community projects for the education, care, treatment, resuscitation and rehabilitation of people living in Brighton & Hove, East Sussex and West Sussex.

**FUND** community projects for the education, care, treatment, resuscitation and rehabilitation of people living in Brighton & Hove, East Sussex and West Sussex.

For project information, please visit our website:  
[www.sussexheartcharity.org](http://www.sussexheartcharity.org)





# A message from our CEO

We have funded major advancements in Cardiac Healthcare, working with some of the most qualified and experienced medical professionals in Sussex. Many of these developments have now become standard care. I believe that we have provided and will continue to build a lasting legacy of care that will benefit heart patients for many years to come.

However, there is always more work to do. We are now developing an ambitious strategy to help us meet the challenges of the future.

As we enter this pivotal phase for strengthening and developing our position as one of the leading Heart Care charities in Sussex. We are looking to recruit new trustees.

We need a dynamic, strong and professional team behind us. Helping move forward in an ever-changing market, keeping abreast of new legislation and regulations enabling us to perform the best that we can.

Our mission is to continue our support for heart patients and the continuous development of better care, treatment survival and recovery rates for all that suffer a Cardiac Condition.

The Board is looking for people with up-to-date skills and experience in the following areas:

- The Third Sector
- Strategic Direction
- Financial Management
- Fundraising/Income generation

I would like to thank you for your interest in joining us at such a pivotal time for our organisation, we look forward to receiving your application.



Terry Ayres  
Chief Executive Officer



# Trustee Role

The role of the Board is to provide effective governance for The Sussex Heart Charity and to ensure it makes progress in achieving its vision and mission.

The Trustee board of The Sussex Heart Charity takes its authority and its responsibilities from two sources:

1. The Charity Commission, they define trustees of a charity as “the people who share ultimate responsibility for governing a charity and directing how it is managed and run”. The Charity Commission details duties for all charity trustees. In essence these are:
  - A duty of compliance with the charity’s objects, its governing documents and all relevant legislation and regulation
  - A duty of care, to ensure that the charity is well run and efficient and that professional advice is sought to manage risk
  - A duty of prudence in respect of managing the charity’s assets
2. The Sussex Heart Charity’s Memorandum and Articles of Association (its constitution)

## Main Responsibilities:

- To ensure that The Sussex Heart Charity operates within its Memorandum and Articles of Association and all relevant charity and company legislation
- To manage, review and develop, the organisation’s governance and constitutional arrangements (including working to maximise the effectiveness of the Board)
- To set the organisation’s strategic aims
- To provide leadership to ensure the strategic aims are met

- To supervise the management of the organisation
- To monitor the performance of the Chief Executive
- To exercise overall control over The Sussex Heart Charity’s financial affairs and to protect its assets
- To make decisions and always carry out their duties in the best interests of the charity as a whole, as required by current legislation and in accordance with The Sussex Heart Charity’s Memorandum and Articles of Association

## Current Board

There are currently seven Trustees of The Sussex Heart Charity.

## Meetings of the Board

The Board currently meets three times a year (during the evening) one of these meetings is extended to incorporate the Annual General Meeting, all Board members must attend.

Trustees can also be members of one or more of the committees, which generally meet as required. Some of the Committee meetings are conducted virtually.

The quorum for a Board meeting is three voting Trustees.

## Term of Office

The term of office for elected trustees is three years.

At the end of this period, trustees may be nominated for a further term.



# Experience and Skills required

## Personal Qualities

- Demonstrate a strong and visible passion and commitment to The Sussex Heart Charity, its strategic objectives and cause
- Exhibit strong inter-personal and relationship building abilities
- Demonstrate 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

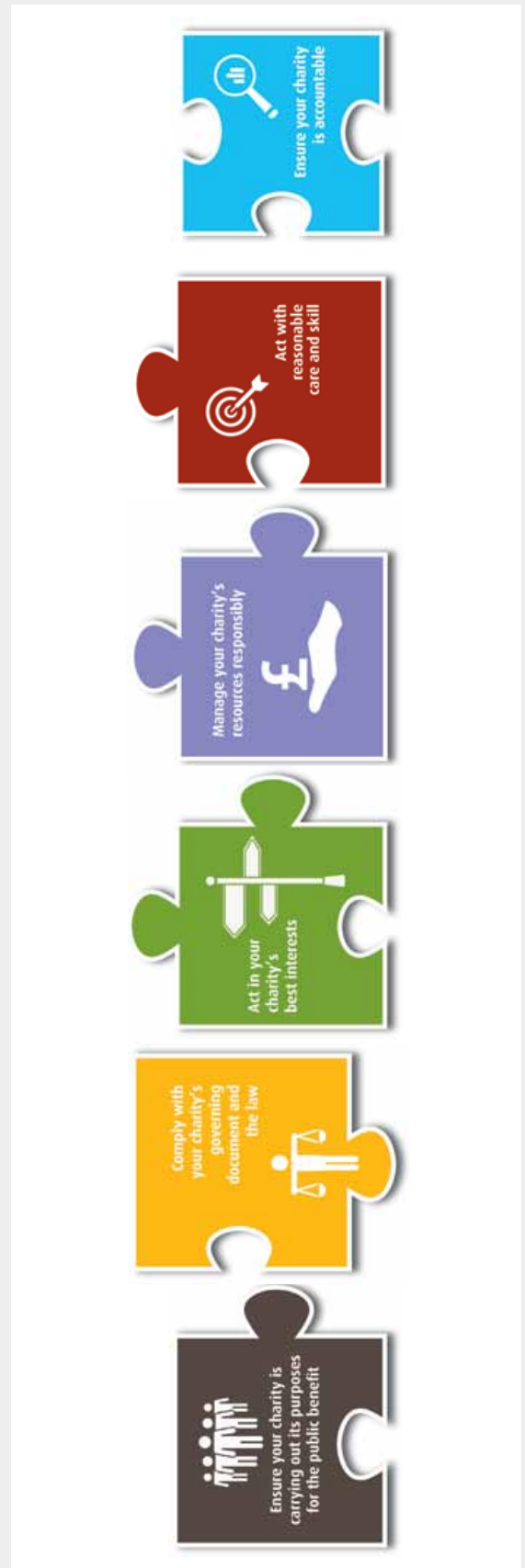
## Experience

- Experience of operating at a 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
- Professional experience in any of the following:

1. **Cardiac Healthcare/Medical**
2. **The Third Sector**
3. **Strategic Direction**
4. **Income Generation**
5. **Marketing**

## Knowledge and skills

- Strong leadership skills, ability to motivate staff and volunteers and bring people together
- Good understanding of charity governance and finance issues



# Legal

Applicants must also satisfy statutory requirements in order to become a Trustee as detailed below:

Any person aged 16 or over can act as a Trustee of a charitable company provided that they are not disqualified by law, although Sussex Heart Charity governing documents require Trustees to be 18 or over.

The Charities Act 2011 disqualifies people who:

- Have unspent convictions for offences involving deception or dishonesty
- Are undischarged bankrupts
- Have been at any time removed from Trusteeship of a charity by the Charity Commission or the court in England Wales or Scotland because of misconduct
- Are disqualified from being company directors under the Company Directors Disqualification Act 1986
- Have failed to make compositions (i.e. come to an arrangement) with their creditors and have not been discharged

As soon as someone becomes disqualified, for example, the day they are convicted of an offence involving dishonesty, they are automatically barred from acting as a Trustee. It is a criminal offence to act as a Charity Trustee while disqualified. However, the Charity Commission can grant a waiver either generally or in relation to a charity or a specific class of charities.

If you are convicted of a relevant offence or become bankrupt and you wish to remain eligible to be a Trustee you may apply to the Commission for a waiver. Any adult person who is not disqualified by law, or prohibited by law, or prohibited by the charity's articles or association, may become a Trustee (director) of a charitable company.

Under the Company Directors Disqualification Act 1986 the court may disqualify people:

- Who have been convicted of criminal offences relating to the promotion, formation, management or liquidation of a company
- Who have been persistently in default of company legislation for filing accounts and other documents
- Who have been found guilty of fraudulent trading or fraud
- Whose conduct as a Director has made them unfit to be involved in the management of a company

## Other information

Sussex Heart Charity recognises that diversity is a cultural ethos – a way of thinking or acting that fosters inclusion and enhances our membership and our work.

Embracing this culture of diversity, our Trustee recruitment shall reflect our membership and the society that we serve as a whole.

Reasonable adjustments can be made to the process and role dependent on needs of the applicant.

# How to apply

Please visit the following link and complete the online application form. You will need a printer and scanner to complete two downloadable forms.

- The Equal Opportunities Monitoring Form
- Declaration of Eligibility

<https://www.sussexheartcharity.org/trusteerecruitment>

If you are shortlisted for interview, you will be asked to provide us with the names and addresses of two people who can provide references.

Applicants are required to declare any unspent criminal convictions. 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 directorship from acting as charity Trustees.

**Closing date for applications:**

**End of August 2022**

Interviews will take place during the month of September

If you have any questions or require any further information, please email:

[recruitment@sussexheartcharity.org](mailto:recruitment@sussexheartcharity.org)





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