

# Trustee Recruitment Pack



**St John**  
**Ambulance**  
Cymru





# A message from our Prior

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Thank you for your interest in these important Board appointments at St John Ambulance Cymru.

St John Ambulance Cymru have supported people and communities across Wales since 1880. We existed before the National Health Service and provided the earliest 'medical' support to those who were sick or injured.

Now, in 2020, we continue to support the people of Wales through our wide range of services including,

- Patient Transport Services and falls assistance (working in close partnership with the Welsh Ambulance Services Trust and the NHS)
- Training – both commercial and in the community/schools across Wales
- First aid duties at events, both local and national from church fetes to international sports matches
- Provision of community based divisions where we offer training and volunteering opportunities for adults, as well as programmes for younger members (age 5 upwards) providing opportunities for people to be trained to save lives in their communities

Our Board of trustees has an important part to play in supporting the charity to achieve its renewed vision, **first aid for everyone, anytime, anywhere.**

To help us achieve this vision, we are keen to fill a number of vacancies on our Board and we are looking for specific skills as well as individuals who simply through their background and experience can bring further diversity of thought and approach to the charity.

St John Ambulance Cymru are committed to providing an inclusive, supportive and flexible environment, we welcome applicants from all backgrounds and hope you are interested in applying.

We very much look forward to hearing from you. Please look at page 8 for more information on how to apply.

Yours sincerely,



Sir Paul Williams

Prior for Wales  
Chair of the Board of Trustees



# Who are we?

We are St John Ambulance Cymru and we are Wales' leading first aid charity.

Established in 1918, we're proud to have provided the first ambulance service for Wales. Our volunteers have been there for some of country's toughest times, such as supporting at the Aberfan disaster, but also for some of our best – like being pitch side caring for supporters as Wales won their 10th Grand Slam.

At the forefront are our operational staff and volunteers who are out in communities and health care environments, providing vital ambulance support to our emergency services when they need us.

Although over the years our work and structure has changed in line with modern life, our work is as valuable to communities now as it was 100 years ago. Here's a little about what we do:

**Operations:** Supported by over 4,000 members we deliver frontline urgent care, first aid and patient transport services in the heart of Welsh communities and give vital support to our emergency services as a key partner.

From providing first aid cover at events, many of which could not take place without that support to our Falls Assistant programme, which sees those in need helped up and treated, freeing up the Ambulance Service and allowing those in urgent need to be reached quicker.

**Training:** In an emergency an ambulance should arrive within 8 minutes but it can be what happens within this short time that can make the difference between life and death. We provide first aid training in communities across Wales to give people the confidence and skills they need to respond when an emergency or injury occurs. By training more children and adults in the community to administer emergency first aid, we hope to be that difference.

Alongside first aid, including mental health first aid, we run a full commercial offering of health and safety courses. The income generated is then used to fund charitable work, like free training for schools, our Save a Life September community training campaign and much more.

**Youth:** Young people are our future and we are proud to provide opportunities and youth programmes for children and young people; with over half of our members under the age of 18. We create an environment where people can grow and learn from an early age; our Badgers start at just 5 years old.

Our programmes offer experiential learning opportunities, teach vital first aid skills, develop young people's aspirations and enhance their education; providing the perfect spring board for our healthcare professionals of the future.







# The Order of St John

St John Ambulance Cymru is part of something much bigger. We are an independent Priory of the Order of St John, which is a working Order of Chivalry of the British Crown and a modern organisation delivering first aid, healthcare and support services around the world.

The Order promotes physical, mental and spiritual health and resilience in more than 40 countries around the world, delivering its charitable activities through local St John Ambulance organisations, including our Priory in Wales, and the St John of Jerusalem Eye Hospital in Jerusalem.

The motto of the Order is “Pro Fide and Pro Utilitate Hominum” (For the Faith and in the Service of Humanity). This underpins the work of St John worldwide, including here in Wales.

Each year St John organisations train more than 2 million people in first aid and other healthcare activities. Worldwide, we treat over 1.2 million and reach more than 2.5 million beneficiaries with our services.

**“At its core the organisation has a servant heart, concerned with the care and wellbeing of all in society and reflected in the selflessness and dedication of our volunteers and staff.”**

- Revd. David Morris  
Priory Dean and Trustee





# Our Vision, Mission and Values

St John Ambulance Cymru have recently updated our Vision, Mission and Values for 2020 and beyond. We are proud to share these with you.

## Our Vision

First aid for everyone –  
anytime, anywhere

## Our Mission

To save lives and enhance  
the health and wellbeing of  
Welsh communities

## Our Values

- Trusted
- Compassionate
- Dedicated
- Professional
- Inspirational
- Inclusive
- Collaborative



# Who we need

St John Ambulance Cymru have ambitious plans in place and are seeking like-minded people to join us as trustees – helping, supporting and guiding us on our journey, their willingness to be strong advocates for the charity and their ability to steer the charity towards achieving its strategic priorities.

You will be able to demonstrate:

- An ability to play a key role in the continued growth and success of St John Ambulance Cymru
- How your experience will support you in the oversight of the charity ensuring that we deliver against our charitable objectives, are financially sustainable, have strong governance, and safeguards the name and values of the organisation.

We welcome applications of interest from all, but key areas of experience we are looking for from applicants are:

- **Finance and accountancy** - proven skills and experience in finance and accountancy. You will bring vital skills to the Board to provide scrutiny and support our leadership team. We are looking for a qualified accountant. You may have charitable experience, although this is not essential
- **Charity experience** - a background in working at a senior level (not as a trustee) within a medium to large charitable or not for profit organisation. You will understand the challenges faced by charities and will support the executive team with your direct knowledge and experience of leadership within a charitable organisation
- **Commercial experience** - experience in a commercial setting and be able to mix this with a strong set of values. You may have a local business that has supported local communities, or have experience working in a larger commercial background that you can bring to support the future development of St John Ambulance Cymru

- **Fundraising** - a strong background in fundraising at a senior level. You will understand the challenges of fundraising in Wales and support our leadership team on our fundraising strategy, including attracting major donors, legacies, corporate sponsors and regular givers
- **Digitisation** - experience and a proven track record in revolutionising and embracing digital technology in everything we do, able to help steer St John Ambulance Cymru's digital transformation strategy, and the positive impact it will bring to our staff, volunteers and people of Wales

Interested applicants will need to be able to demonstrate strongly the value and benefit they will bring to the Board. As well as specific expertise, applicants should be able to show commitment to the charity's aims and objectives, the willingness to devote the necessary time and effort, strategic vision, good judgement, willingness to speak their mind, ability to work as a team and a belief in Nolan's seven principles of public life.

Having a Board that reflects the diversity of the local community is particularly important to us so we wish to encourage people with a range of backgrounds and experiences to apply.

**"St John Ambulance Cymru provide opportunities to anyone who wants to make a positive difference to their community"**

**- Shereen Williams,  
Trustee**



# Trustee role description

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In accordance with our governance rules, our current trustee appointments run for a triennium, presenting an exciting opportunity for suitable persons to join us in governing the charity.

The duties of a trustee are as follows:

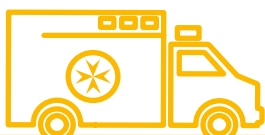
- Ensuring the organisation pursues our stated objects (purposes), as defined in our governing document, by developing and agreeing a long-term strategy
- Ensuring the organisation complies with our governing document (i.e. our trust deed, constitution or memorandum and articles of association), charity law, company law and any other relevant legislation or regulations
- Ensuring the organisation applies resources exclusively in pursuance of our charitable objects (i.e. the charity must not spend money on activities that are not included in our own objects, however worthwhile or charitable those activities are) for the benefit of the public
- Ensuring the organisation defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of our organisation
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
- Ensuring the financial stability of the organisation
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the Chief Executive

## Commitment

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- Preparing for and attending approximately four meetings of the Board each year (currently full days during working hours)
- Attending St John Ambulance Cymru's AGM
- Being a member of, and actively participating in, at least one of the Board's four Standing Committees – Audit, Risk & Governance, People, Impact & Fundraising, Financial Resource – which all meet at least quarterly. This will include a mixture of face-to-face meetings, teleconferences/video conferencing, and work outside the meetings
- Attending annual Volunteer and Staff Conference
- Supporting St John Ambulance Cymru events throughout the year, including the annual Investiture
- Ad hoc assistance as required

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the Board of trustees reach sound decisions. This may involve scrutinising Board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.





## Person specification

- A commitment to the organisation
- A willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- A commitment to Nolan's, The Seven Principles of Public Life; selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- Other key personal qualities include creativity, listening skills, team players, emotional intelligence and curiosity



## How to apply

To apply please submit your CV, together with a supporting statement outlining your interest in joining us, your specific area of interest and how you meet the required criteria to:

Helen Smith, Chief Executive for St John Ambulance Cymru, Priory House, Beignon Close, Ocean Way, Cardiff CF24 5PB, or email [helen.smith@stjohnwales.org.uk](mailto:helen.smith@stjohnwales.org.uk).

Shortlisted candidates will be invited to contact the current chair of the Board, Sir Paul Williams, for an informal discussion.

Closing Dates for applications is Friday 11th September.

The role of trustee is voluntary and unpaid but appropriate expenses will be met.



# Code of Conduct for St John Ambulance Cymru Trustees

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One of the recommendations in 2019 Governance Review was the development of a Trustees' Code of Conduct, to specify the standards and behaviours expected of individual Trustees when participating in the leadership of St John Ambulance Cymru.

This Code must be read in conjunction with St John Ambulance Cymru's Articles of Association, St John Ambulance Cymru's agreed values, the Charity Commission's Governance Code 2017 and their Essential Trustee (CC3).

The Essential Trustee states the three main legal duties of a trustee are to:

- Act in their charity's best interest
- Manage their charity's resources responsibly
- Act with reasonable care and skill

The Seven Nolan Principles of Public Life underpin this code for St John Ambulance Cymru as they apply to the conduct of individual trustees:

1. Selflessness
2. Integrity
3. Objectivity
4. Accountability
5. Openness
6. Honesty
7. Leadership

The code is therefore about the **behaviour** of individual trustees not the governance of St John Ambulance Cymru.

## **Purpose of the Code**

The code aims to define the standards expected of trustees in order to ensure that:

- The working relationship between trustees, staff and volunteers is productive and supportive
- The highest standards of integrity and stewardship are maintained

- Trustees are accountable, transparent (open) in action and embrace probity (honesty)

Under the terms of the code, trustees undertake to:

## **Promote a positive Board culture**

- Seek to promote a Board culture which is open to professional challenge, inclusive and respectful of diversity
- Trust, value and respect the roles of staff, volunteers and management arrangements in St John Ambulance Cymru and avoid any actions that might undermine such arrangements
- Respect and support the leadership roles of the chair, the senior management team, and any other trustees, staff and volunteers having responsibility for any aspect of St John Ambulance Cymru's work. Collaborate and communicate appropriately to further the charitable objectives of St John Ambulance Cymru
- Abide by any equal opportunities, diversity, health and safety, bullying and harassment policies and any other policies agreed by Chapter, treating everyone fairly and without prejudice
- Understand, accept and respect the difference in roles between the Board, the Chief Executive and senior staff, ensuring that the Board, the Chief Executive and his/her senior team work effectively and cohesively for the benefit of St John Ambulance Cymru
- Having given the Chief Executive delegated authority, be careful – individually and collectively – not to undermine it by word or action. Embrace the delivery function of staff and the governance function of the Board as separate but complementary

## **Accept collective responsibility**

- Contribute fully and actively to the work of the Board. At a minimum, this means making every endeavour to prepare for and attend Board meetings, read papers and participate in induction, training and development activities for Trustees
- Accept collective responsibility for all areas of the Board's work, even for a Board decision with which they as an individual do not agree, or for which they were absent
- Engage fully and constructively in the collective decision-making of the Board, asking questions and expressing any reservations or disagreements openly and honestly. Offer alternatives for Board consideration where appropriate
- When speaking privately, ensure comments reflect current organisational policy even when they might be at variance with personal views

## **Respect confidentiality**

- Understand that Board confidentiality should not restrict genuine whistleblowing. Ensure there are safe systems for the raising of legitimate concerns
- Respect confidentiality on any matter, even after ceasing to be a trustee. (Where a trustee is governed by a professional code of conduct, the Board must recognise the professional responsibilities of that individual)

## **Take advice**

- Ensure that appropriate professional, legal, reputational, regulatory and financial advice is obtained where necessary and followed unless there are clear and justifiable reasons not to do so
- Apply any personal relevant expertise and experience to the decision - making process

## **Commit to learning and development**

- Engage with any performance appraisal or skills audit exercises used to assess the skills and competencies of the Board and to identify areas for future development and training

## **Integrity**

- Declare a conflict of interest or loyalty and, where appropriate, opt out of discussions or decisions where any personal, family, business

or professional interests or loyalties may conflict with those of St John Ambulance Cymru or have undue influence over their own views

- Adhere to St John Ambulance Cymru's Expenses Policy and avoid being placed under any financial or other obligation to individuals or organisations that might seek to influence their performance as a trustee
- Support an organisational duty of candour and be open and honest with service users when things go wrong

## **Breaches of the code**

In cases where there is a concern that a trustee has breached this code, the matter will be reviewed by the Prior and Chancellor and another trustee. They will make a recommendation to the Board. If a concern has been raised about the Prior or the Chancellor, the review will be undertaken by three trustees.

The Board will decide whether to discuss the recommendation in closed session.

Any sanctions or support will be determined by the Board, up to and including requiring the trustee concerned to resign from the Board.

The trustee will accept the decision of the Board in such cases.

**"It is about being part of a hugely respected Welsh charity which has been dedicated to saving lives and treating the sick and injured in our communities for over a hundred years "**

**- Sir Paul Williams,  
Prior for Wales,  
Board Chair**





# Meet our trustees

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## **Sir Paul Williams, OBE Prior for Wales (Chair)**

Sir Paul completed a successful and distinguished career as an NHS Manager spanning 45 years, serving as a Chief Executive of three NHS Trusts, chair and member of numerous National Committees and culminating as CEO NHS Wales and Director-General for Health and Social Services, Welsh Government and is a Past President, Institute of Health Care Management. He has been a member of independent health and social care think tank the Bevan Commission since 2013.

He was appointed Officer of the Order of the British Empire (OBE) in 2000 for services to the NHS in Wales, was High Sheriff for the County of South Glamorgan in 2007/08, appointed a Deputy Lord Lieutenant in 2010 and knighted in the 2011 Birthday Honours.

Sir Paul was appointed Chancellor of St John Ambulance Cymru in 2011 and Prior for Wales in 2017 (re-appointed for a second triennium in 2020).



## **Richard J Paskell Chief Volunteer**

Richard is a serving police officer and has been a trustee of St John Ambulance Cymru since 2017. He has a passion for volunteering and it has played a key part in his life, dedicating over twenty-six years to volunteering at numerous agencies and charitable organisations, notably a decade with both the Scout Association and Mountain Rescue England and Wales. In 2019 he successfully applied for the newly created role of Chief Volunteer for St John Ambulance Cymru. He is currently in the process of collaborating on a modernisation strategy; consisting of a restructure, rank and uniform review. During his time as a trustee Richard has championed the voice of the volunteers, working alongside them on the frontline, building trust, and enhancing communication between the Board and the membership.



## **Gareth Chapman Chancellor (Vice Chair)**

A public sector employee for 42 years, the last almost decade as Chief Executive of a Welsh Unitary Authority, Gareth is a qualified solicitor, currently not practicing, and a Chartered Manager. He has been volunteering in one guise or another for almost 50 years, joining St John in 2003 and, Prior to becoming a St John Ambulance Cymru trustee in 2017, was Chair of the St John Councils of Bridgend and then Mid Glamorgan. As a trustee Gareth became responsible for overseeing legal and property matters and in 2018 was appointed Chancellor of the Priory for Wales. His role as Chancellor requires him to deputise for the Prior when applicable and line manage the Chief Executive Officer.



## **Derek Howell Treasurer and Chair, Financial Resource Committee**

Derek was born and bred in Cardiff, achieved an honours degree in Maths at Bristol University and then qualified as a Chartered Accountant with Price Waterhouse (now PwC), becoming a partner in the restructuring and insolvency team in 1988. He retired from the partnership in 2013 and remains as a consultant with the firm, dealing solely with the Lehman insolvency. He is a non executive director at Principality Building Society, as well as Chair of the Audit Committee, and a trustee of Artes Mundi and the National Botanic Garden of Wales. A trustee of St John Ambulance Cymru since 2014 Derek brings audit, restructuring and other financial skills to the St John Ambulance Cymru Board, alongside governance and risk management experience.



### **Reverend Desmond Kitto, MBE** **Chair, People Committee**

Des has spent 60 years as a member of St John, becoming a trustee in 2017.

He has spent his professional career in both private and public sectors, e.g. University College, Cardiff, then as a Technical Representative, progressing to the position of UK Sales and Marketing Manager in a laboratory supplies company. He joined Mid Glamorgan Health Authority as Commercial Manager and was seconded to Merthyr Tydfil Local Health Board/Local Authority as Lead Public and Patient Involvement Manager. Des is currently Chief Officer at the Board of Community Health Councils in Wales, heading the Senior Management Team. He was a founding trustee of Wales Air Ambulance in 1999. He is an ordained minister and has been a Justice of the Peace for 25 years.



### **Professor Kevin Davies, MBE** **Chair, Impact and Fundraising Committee**

Kevin is a Professor of Nursing with an interest in disaster and pre-hospital care. He is Vice Chair of Welsh Ambulance Service NHS Trust (WAST) and Colonel Commandant, Queen Alexandra's Royal Army Nursing Corps (QARANC). He has extensive international experience including Japan, China, South Korea, former Honorary Fellow Hong Kong Polytechnic University. He served in Bosnia, Kosovo, Iraq and Afghanistan and was awarded the Royal Red Cross. Previously an Emergency Department Charge Nurse and nurse educator, Kevin has led international Masters' programmes and supervises/examines at Masters and PhD level. Very focussed on enhancing opportunities for young people to access career opportunities in health care, he has links with the RCN on the evolving Prince of Wales Nursing Cadet Scheme on behalf of St John Ambulance Cymru and RHQ QARANC.



### **Caryn Cox** **Chair, Clinical Advisory Panel**

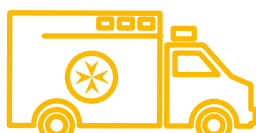
Caryn has over 30 years experience in health care and social care across the NHS, local government, World Health Organisation, the EU and within the private sector. In her current role as a consultant in public health in the NHS in Wales and England, with a specialism in communicable diseases/health protection, she has been playing a key part in the COVID-19 pandemic response in Wales and England.



She has been involved with St John for over 40 years, starting as a member of St John Ambulance in England in childhood. She has been a trustee of St John Ambulance Cymru since 2017 and chairs the Clinical Advisory Panel.

**"It never ceases to amaze me, the dedication, passion and commitment of our volunteers."**

**- Richard Paskell  
Chief Volunteer  
and Trustee**





### **Andrew Mitchell**

A longstanding civil servant, Andrew joined the St John Ambulance Cymru Board of trustees in 2017 and brings his experience of volunteering - having been a St John Ambulance Cymru member for 36 years - along with his Civil Service experience and standards. He is currently a VAT Manager, having fulfilled various roles within HMRC - the most rewarding of which for him was the 15 years spent in Learning and Development with responsibility for the introduction and delivery of Tax Credits. He is a member of the Chartered Management Institute. Andrew believes community, family and friends are the bedrock of our society.



teams responsible for the delivery of strategic Priorities including migration, preventing violent extremism, equalities and community cohesion. Shereen has been a community activist for 15 years and has an interest in race and diversity matters, cohesion, and inclusion. She currently sits as a magistrate in Gwent and is a Board member of the Institute of Welsh Affairs.

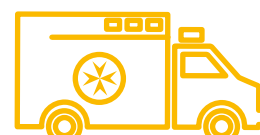
### **Reverend David Morris**

Originally from the Rhondda Valley, David has been an Anglican priest for ten years serving parishes in Merthyr Tydfil, Cardiff and, currently, the east of the Vale of Glamorgan. He is the Director of Ordinands for the Diocese of Llandaff, with primary responsibility for the recruitment and training of new clergy, but also heads up the team responsible for the discernment of vocations to all licensed ministries within the church. David has been a chaplain within St John Ambulance Cymru for ten years and currently serves as Dean of the Welsh Priory. As Dean, he is responsible for nurturing and sustaining the Christian ethos of the organisation and providing pastoral care to all staff and volunteers through chaplaincy provision. David joined the Board in 2020.



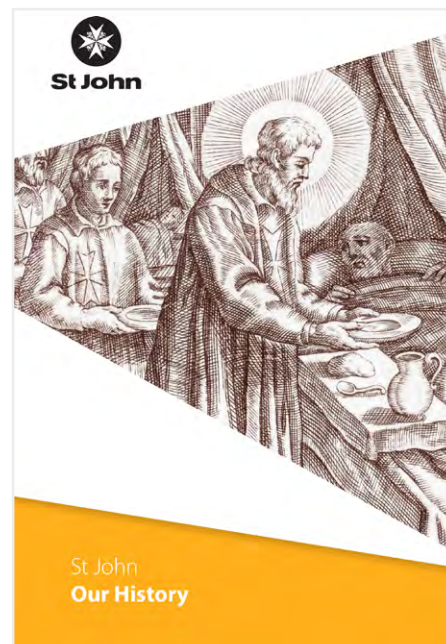
### **Shereen Williams MBE**

A St John Ambulance Cymru trustee since 2018, Shereen is currently the Chief Executive Officer of the Local Democracy and Boundary Commission for Wales (LDBCW). Prior to taking up the post with LDBCW in January 2019, she worked in local government for nearly a decade. As a local government officer, Shereen worked across East Gwent, managing



# Information on the Order of St John

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## Find out more about our work here

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