

**St John
Ambulance
Cymru**



Trustee Recruitment Pack 2024

**The first aid charity for Wales
Elusen cymorth cyntaf Cymru**

Registered in England and Wales. Charity number 250523. Company number 5071073.
Wedi'i gofrestru yng Nghymru a Lloegr. Rhif elusen 250523. Rhif cwmni 5071073.

A message from our Prior

Thank you for your interest in these key roles at St John Ambulance Cymru (SJAC), Wales' leading first aid charity, which it is my privilege to lead as the Prior.

We are now looking for trustees with the energy, expertise, wisdom and commitment to support me in leading the charity into its next exciting phase from June 2024, and who through their background and experience can bring yet further diversity of thought and approach to the charity.

Like every charity SJAC needs to be led effectively by a Board that provides strategic leadership, overseeing the delivery of the charity's objectives and the upholding of its values.

Going forward, these trustees will be instrumental in ensuring the successful delivery of four main strategic priorities:

- Increasing our impact: seeing more lives saved across Wales and supporting both physical and mental health in our communities.
- Developing a supportive learning culture, putting our people first, and embracing and increasing our diversity to better represent the communities we serve.
- Increasing opportunity to raise funds and diversify income streams to achieve our ambition to see more lives saved.
- Supporting the delivery of the St John Global Strategy, ensuring our commitment and responsibility to the achievement and delivery of the worldwide strategy is considered in all activity and decision-making.

In many ways SJAC is a unique and complex organisation which adds to the richness and rewards of this exciting opportunity for suitable persons to join us in governing the charity.

St John works in approximately 40 countries through independent Pories and Establishments which operate under the Order

of St John, and recently embarked on the delivery of a Global Strategy to deliver first aid and community health care needs.

SJAC is also deeply committed to supporting the exceptional work of the St John Eye Hospital in Jerusalem and outreach clinics on the West Bank. The Pory for Wales of the Most Venerable Order of the Hospital of St John of Jerusalem is a part of a working order of chivalry with His Majesty the King as Sovereign Head and His Royal Highness the Duke of Gloucester as the Grand Prior.

The Order is founded on Christian principles and cares for the sick and the poor, but is inclusive and open to all faiths, or those with no faith. Looking forward, I am keen to work closely with the Board of Trustees to focus on leadership, values, financial stability, and support for the dedicated team of volunteers and staff of a charity which has supported people and communities across Wales for over a century.

SJAC is committed to providing an inclusive, supportive and flexible environment, so we welcome applicants from all backgrounds. We hope you will be interested in this key role and very much look forward to hearing from you. Please look at page 9 for more information on how to apply.

Yours sincerely,

Paul Griffiths OBE KStJ DL
Prior for Wales / Chair of the Board of Trustees



A handwritten signature in black ink, appearing to be 'P. Griffiths', followed by a period.



Who are we?

St John Ambulance Cymru (SJAC) is an independent Priory within the Order of St John and is Wales' leading first aid charity. We've supported people and communities across Wales for over a century. We existed before the NHS in Wales and provided the earliest medical support to those who were sick or injured.

Despite our long and prestigious history, SJAC today is a modern, dynamic and performance driven organisation. Entirely self-funded, we not only rely on gifts and donations, we operate commercially in the provision of training and ambulance services.

We're supported in our charitable work by around 1500 highly committed, skilled adult volunteers, as well as having approximately 1000 children and young people (Badgers and Cadets), making us one of Wales' largest youth organisations, creating new generations of lifesavers and providing a gateway to care professions. We work closely with Welsh Ambulance Services Trust (WAST) and NHS Wales.

Since 2020, we've worked to increase our capacity and develop new innovative ways of working to assist and relieve the overwhelming pressure on the frontline and helped by continuing to provide care and support to people when they've needed it most.

We continue performing a major role in strengthening community resilience and ensuring people are trained in first aid so they can be the difference between a life lost and a life saved. We fulfil key front-line roles to support vulnerable people, in addition to offering the opportunity for people from all backgrounds

to develop their personal skills and confidence to support our charitable and income generating services, whilst assisting their own career development.

We maintain our reputation as being the leading organisation to deliver first aid training to both commercial businesses and in community settings, including schools throughout Wales.

We also give support to the people of Wales through medical cover at events; community-based volunteer divisions; Falls Response Services and Alternative Responders. Our focus is developing new, innovative services to help us achieve our mission of saving lives and enhancing the health and wellbeing of communities in Wales. We are undergoing an extensive and exciting programme of modernisation, encompassing a review of our existing services, financial and workforce models and we're keen to drive a culture aligned to our core vision and values to improve our overall people experience.

We will always strive for positive patient experience in all of our patient care. We're also developing clear and standard patient pathways to support and enhance positive patient outcomes and ensure that the patient continues to come first.

Our Vision, Mission and Values

Our vision is: “First aid for anyone, anytime, anywhere”.

Our mission is: “To save lives and enhance the health and wellbeing in the communities of Wales”.

Our values: We asked our volunteers and staff to highlight what’s important to them and looked at what we stand for and believe in, to agree this set of values. Everything we do is underpinned by these values. They reflect the work and culture of St John Ambulance Cymru that we’re so proud of.



Trustworthy

We’re honest, reliable, relevant and transparent.



Compassionate

We listen, understand and respond to people’s needs; showing kindness, empathy and respect at all times.



Dedicated

We’re determined and passionate about our mission to support communities in Wales.



Professional

We take pride in what we do. We’re able, responsive, people-centred and committed to being the best we can be.



Inspiring

Through our actions we inspire others, so we lead by example and support people to reach their full potential.



Inclusive

We value and welcome everyone equally, involving people of all ages and backgrounds in our work.



Collaborative

We’re individuals committed to working together towards a common goal, continually sharing ideas and building positive relationships.



The Order

St John Ambulance Cymru (SJAC) 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. ”

Reverend Canon David Morris CstJ,
Dean and Trustee

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, willing to be strong advocates for the charity and its values and with the ability to steer the charity towards achieving its strategic priorities.

You will be able to demonstrate clearly the value and benefit you will bring to the Board:

- 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 a fully qualified accountant with senior level experience and strong analytical skills, you will be able to interpret and scrutinise financial reports and advise the board on the financial performance and risk profile of the charity.

Fundraising and Impact 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. An understanding of fundraising regulation and governance is key, in addition to experience in marketing and engagement to ensure the charity's brand and impact reaches a wide audience.

As well as specific expertise, applicants should be able to show commitment to the charity's aims and objectives and values, 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.

We are committed to being a diverse organisation, that is truly representative of the communities we serve. We are an equal opportunities employer with an inclusive environment, where we aim to ensure all our people can contribute to their fullest potential.

We encourage you to apply if you are from an under-represented group as we appreciate the strong value of having a rich and diverse board. Whilst our roots are based in a Christian background, we welcome applicants from other faiths and those without faith.

St John Ambulance Cymru will provide a full induction programme.

The first aid charity for Wales



Trustee role description

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

Statutory duties of SJAC trustees

- 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.
- Safeguarding the good name and values of our organisation.
- Ensuring the organisation defines its goals and evaluates performance against agreed targets.
- 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

- Preparing for and attending quarterly in person meetings of the Board each year (currently full days during working hours).
- Attending St John Ambulance Cymru's AGM (which usually precedes the June Board meeting).
- Being a member of, and actively participating in, at least one (usually more) of the Board's Standing Committees – Audit, Risk & Governance, People, Financial Resource, Fundraising & Engagement, Digital & Data, Priory Honours & Awards – which all meet at least quarterly. This will include a mixture of face-to-face, hybrid and online meetings, and the requisite preparation work and following up of actions outside the meetings.
- Supporting St John Ambulance Cymru events throughout the year, including the annual Investitures.
- Being responsive to emails and being available to offer ad hoc assistance / advice 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 and its values.
- 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 Seven Principles of Public Life; selflessness, integrity, objectivity, accountability, openness, honesty and leadership; and SJAC's Trustee Code of Conduct.
- Other key personal qualities include creativity, listening skills, 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/expertise, and how you meet the required criteria to: trustee.recruit@sjacymru.org.uk.

Potential candidates with questions about this role are welcome to contact trustee.recruit@sjacymru.org.uk with their questions or to arrange an informal discussion.

The closing date for applications is Wednesday 21st August 2024 at 23:59hrs.

This role involves no salary but reasonable expenses will be paid when travelling in a representative capacity.



Code of Conduct for St John Ambulance Cymru Trustees

One of the recommendations in the 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 2020 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.



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

Shereen Williams, Trustee



Find out more about our work here

Please click the images below for more information.



Information on the Order of St John

Please click the image below for more information.



St John
Ambulance
Cymru



The first aid charity for Wales
Elusen cymorth cyntaf Cymru

www.sjacymru.org.uk | Follow us @sjacymru

Registered in England and Wales. Charity number 250523. Company number 5071073.
Wedi'i gofrestru yng Nghymru a Lloegr. Rhif elusen 250523. Rhif cwmni 5071073.