



**St. Benedict's Hospice
& Centre for Specialist
Palliative Care**

Becoming a Trustee

St Benedict's Way, Ryhope, Sunderland, SR2 0NY
Telephone 0191 5244100 www.stbenedicts.co.uk

Registered Charity 1019410, Company limited by guarantee No 02803974



About St Benedict's Hospice

St Benedict's Hospice began informally in 1980 at Havelock Hospital in Sunderland. It was the first hospice in the Northeast of England, named after Benedict Biscop, who founded a hospice (place of hospitality) and monastery on the banks of the River Wear in 674AD, where St Peter's Church now stands. In 1993 the St Benedict's Hospice charity was created to support the hospice. In 1994, the hospice moved to Monkwearmouth Hospital before moving to a new purpose built hospice in Ryhope, Sunderland in 2013.



We offer care, advice and support for patients, and their families, who have a life-limiting illness. St Benedict's Hospice has a long history and our experienced and professional, clinical and volunteer teams are committed to providing the highest level of care. Our aims are to ensure those at the end of their life are able to make informed choices and be cared for in their place of choice. Our team is made up of a range of health and social care professionals working together to provide services to meet individual needs. This includes Doctors, Nurses, Physiotherapists, Occupational Therapists, Chaplain, Pharmacist, Psychologist, Complementary Therapist, Art Psychotherapist, Social Worker and Bereavement Counsellor. All of these services are supported by ancillary teams and volunteers.



Our services were rated 'Outstanding' by the Care Quality Commission in 2020 and include a 14-bed inpatient unit, extensive day services, lymphoedema service and outreach community services allowing us to support people in their own homes.

We also have an Education service which supports and develops medical professionals in specialist palliative care. We support over 4,000 patients and families every year from the Sunderland and district area.

St Benedict's Hospice Charity

St Benedict's Hospice is run and managed by the South Tyneside and Sunderland NHS Foundation Trust with the support of the St Benedict's Hospice Charity, a registered independent charity and company limited by guarantee. The aim of the charity is to provide additional support to the hospice that is not within the financial capacity of the NHS. The charity raises over £1million a year in voluntary and charitable donations for the hospice. This funding contributes to a range of activities, equipment and roles to support patients and families, including the Hospice counselling service, occupational / complimentary therapy roles and the patient transport service.



The Role of Trustee at St Benedict's Hospice Charity

The charity is run by a volunteer Board of Trustees who support and guide a team of employed staff who manage all aspects of fundraising, including seven charity shops across Sunderland.

Trustees are integral to the charity, working closely with our Chair and Head of Retail and Fundraising to support and deliver strategic direction, governance, fundraising and financial management. Trustees are not generally involved in the day to day running of the organisation.

The role of a charity Trustee comes with a great deal of responsibility, both legal and ethical. Below is a summary of duties, terms of reference, the experience / knowledge and qualities we ask of Trustees at St Benedict's Hospice charity. There are also links below to information that outline the responsibilities of a Trustee from the regulatory bodies that govern charities. We recommend these are read to ensure an understanding of the legal duties, responsibilities and liabilities of a trustee.

Skills, experience and qualities we look for:

Experience / knowledge in at least one of the following areas:

- working at a senior level within organisations, including voluntary positions.
- human resource management or organisational development and management of change.
- organisational governance, including policy setting, strategic planning and sustainability.
- legal background, advising on compliance, risk management and governance best practice.
- finance at a senior level, including investment, reserves planning and cash flow.
- the voluntary sector and/or the NHS.
- fundraising and / or 'making the ask' for financial or in kind support.
- third party engagement, e.g. working with contractors and service providers.
- diversity, equality and inclusion within organisations.
- **Qualities and attributes:**
 - an empathy and understanding of the ethos of hospice care
 - an enthusiasm for the Charity and its purpose.
 - work with the highest standards of honesty and integrity.
 - the ability to work effectively and contribute as a member of a team, and to respect and protect confidences.

Summary of Trustee Duties:

The agreed voluntary activities a Trustee will undertake for the charity will be tailored to include:

- Preparing for, attending and contributing to monthly Board of Trustees meetings, usually held on the second Tuesday of every month at St Benedict's Hospice.
- Leading on agreed task/projects on behalf of the Board of Trustees.
- Engaging with own networks to generate support and income for the charity.
- Working with the charity team as and when on specific projects, campaigns and initiatives.
- Where appropriate, organising own fundraising events with support from the charity team.
- Supporting the recruitment, selection and training of new Trustees to the charity.
- Talking publicly about the work of the charity, engaging with local press and social media.
- Attending events to represent the charity (subject to availability), for example cheque presentations, conferences, beneficiary events.



Terms of Reference:

- Trustees will commit, on average, one day per month to supporting the charity.
- Trustees will commit to understanding and trustee guidelines as set out by the Charity Commission and the Charity Governance Code.
- Trustees will commit to undertake any training relevant to their role.
- Trustees will agree to uphold the values and ethos of the charity and to adhere to all appropriate policies and procedures.
- Appointment to the role will be subject to approval by the Board of Trustees and will last for a term of three years, subject to a further term if agreed by all parties.
- Two appropriate references and a standard DBS check will be required for the role, as is done for all staff and volunteers.
- Personal Trustee information such as date of birth, address and NI number will be required for all trustees and registered with the Charity Commission, Companies House and the financial institutions we work with.
- Trustees will agree use of their name and image to promote the charity in publicly available documents and online, for example the St Benedict's Hospice website.
- The Trustee role receives no financial recompense, although reasonable out of pocket expenses will be reimbursed in line with the charity's Volunteer Policy.

Recruitment to Trustee positions on the Board closed in January 2026.

If you feel you have the skills, experience and time to support the strategic development of the charity, you may wish to submit a speculative application to become a Trustee in the form of a CV and brief personal statement, emailed to Trustees@stbenedicts.co.uk.

Your CV and personal statement would be acknowledged and held on file until a vacancy then became available.

Attachments/Recommended reading:

- [The Essential Trustee: what you need to know, what you need to do](#)
- [Charity Code of Governance](#)
- [NCVO: Legal Duties of a Trustee](#)
- [Reach Volunteering: Become a Trustee](#)