

# Application pack

## Chair of Board of Trustees

### NHS Retirement Fellowship

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## **Welcome to the NHS Retirement Fellowship**

Thank you for your interest in becoming the new chair of the NHS Retirement Fellowship. We are halfway through a five-year plan which is transforming the way we operate, how we engage with the NHS and other key stakeholders, and how we support our members currently and in the future. We have already come a long way from where we started and we are now beginning an ambitious plan of doubling our membership and raising awareness so we can continue with our mission of supporting retired and retiring NHS, health and social care staff. We are seeking a dynamic and professional chair with significant senior leadership experience in the NHS (or the broader health and social care sector) and/or extensive experience of governing a charity to work with us to deliver our vision.

Our Board is made up of a variety of professionals from across the NHS and beyond, a number of whom are members of the Fellowship. We work closely with our dynamic senior leadership team, branch officers and volunteers and have fostered an excellent working relationship for the benefit of our members.

The Fellowship has a small executive team of seven part time staff who all work remotely from home.

The potential for the NHS Retirement Fellowship is immense, and I very much look forward to welcoming you and working with you on this exciting journey.

Julia Hickey

Acting Chair

NHS Retirement Fellowship.

## About the NHS Retirement Fellowship

*“One of things that makes the NHS a special place to work is the sense of togetherness, belonging and family. So, when colleagues come to retirement, the Fellowship is a wonderful way of maintaining these things and allowing colleagues to continue their connection with the service. I think more can be done to help retired colleagues share experiences, perspectives and support and the Fellowship is ideally placed to do this.”* **Sir Jim Mackey, Chief Executive, NHS England**

Our motto is fun, friendship and fellowship and it sits at the heart of everything we do.

The NHS Retirement Fellowship began in 1978 when retiring nurse Irene James recognised that for significant numbers of retiring NHS staff, their colleagues and friends had also become their family and that those pivotal connections could be lost. Our role has changed during that near 50 years as the NHS has changed and more latterly with the seismic transformation into a digital world. We now have almost 100 branches from the Highlands of Scotland to the north Devon coast and from Swansea in west Wales across to Norwich in East Anglia. About a third of our members are now national members, often choosing to engage on a more remote, digitally based basis. All our members have access to a portfolio of benefits which we offer, including our flagship travel insurance policy, and we are actively pursuing a partnership which would bring a huge range of benefits and discounts to our members. We also have a special fund to support members at a time of need.

Our branches run semi independently from our main charity with their own committees and bank accounts. Volunteers arrange a variety of activities for their members at local and regional level. National members, who choose not to join a specific branch, can join in with local activities and also have access to an increasing number of online based activities. We also hold an annual conference and AGM where the Board, staff and our members can all come together.

We are increasingly working with the NHS and other stakeholders in partnership to see how we can support employers and retain connections, experience and expertise at local level. We're helping foundation trusts with governors, hospitals with volunteers and NHS charities with supporters. We're looking to grow so that we are the voice of the retired NHS and wider health service community and see how our members can offer mentoring, support and guidance to the younger generations of NHS staff.

Our charity is looking to become a charitable incorporated organisation (CIO) over the next year.

Our values and mission are unchanged from when Irene James recognised the need to continue to support NHS staff when they retired to enable them to retain links, mutual support and understanding and friendships built over the years in their shared working lives. The NHSRF supports people in retirement to maintain friendships and

make new ones, from the NHS, health and social care sectors from a diverse background irrespective of race, religion, ethnicity, sexual orientation and to support each other through friendship.

### **Role description and time commitment**

Our Chair will lead the Board in developing and delivering our strategy, working closely with, and providing line management and support to, our chief executive. They will also support our chief operating officer in preparation for Board meetings and our head of communications in the planning of our conference and other duties. Our Chair will also be a key representative of the Fellowship in meeting and liaising with key stakeholders.

Our Board meets remotely three times a year and once a year in person. We also have two strategy days a year and our AGM and conference which takes place over a weekend in October. There is also a standing invitation to our Members Council meetings, which are three times a year remotely and once a year in person.

### **Timeframes**

The closing date for applications is noon on Monday 1 June. Shortlisting will take place in the following week with interviews to take place in London on Thursday 2 July.

### **Term of office**

We are looking to appoint for a three-year period initially. This will take us through 2028 when the NHS will mark its 80<sup>th</sup> anniversary and the NHS Retirement Fellowship will celebrate its 50<sup>th</sup> birthday.

Our chair role is unpaid, but we will reimburse you for reasonable travel expenses.

# Chair of the Board - Role Description and Person Specification

## Role description

### *Leadership*

- To foster a culture that is inclusive, accountable, collaborative and transparent.
- To lead the Board in working with the Executive Team and key stakeholders to develop long-term plans which deliver our strategic objectives and to ensure that the Board regularly reviews progress against those objectives.
- To delegate day-to-day leadership of the organisation to the Chief Executive Officer, whilst providing line management and appropriate support and challenge.
- To ensure proper arrangements are in place to appraise the performance of the Chief Executive Officer.

### *Governance*

- To ensure that the Board operates within, and in pursuit of, its charitable objectives, applying its resources effectively for the benefit of its members.
- To chair Board meetings ensuring effective governance and decision-making and to ensure that the committee structure supporting and reporting to the Board is effective.
- To ensure that the organisation has in place the correct systems for control, risk management and accountability.
- Regularly reviewing the composition of the Board, including the identification of any skills gaps, and leading the recruitment of new trustees where appropriate. Annually appraising the performance of trustees.
- With the Chief Executive and Chief Operating Officer, planning the annual cycle and agendas of board meetings and other general meetings

### *Representation*

- To represent the NHSRF at the highest level, engaging with key stakeholders, funders and decision makers.
- To act as an ambassador for the organisation, positively promoting and raising awareness of the Fellowship.

## Person specification (**Essential** and **Desirable**)

### *Personal qualities*

- **Strong commitment:** A deep commitment to the Fellowship's mission, values, and strategic objectives.
- **Gravitas:** Personal presence and authority to lead an organisation.
- **Interpersonal skills:** Ability to build strong relationships, listen effectively, and foster a collaborative and inclusive team environment. Skilled at navigating sensitive situations and diverse perspectives.

### *Experience*

- **Senior leadership and governance:** Experience operating at a senior strategic level, preferably with a track record of achievement, in the NHS or the broader health and social care sector and/or substantial experience in charity governance.
- **Stakeholder management:** Proven success in building and managing relationships with diverse stakeholders, including external representation.
- **Change management:** Experience in leading and managing organisational change and conflict resolution.
- **Non-executive experience:** Experience in operating as a non-executive in any field

### *Knowledge and skills*

- **Strategic vision and leadership:** Ability to think strategically and creatively, identify future opportunities, and develop long-term sustainability.
- **Financial and governance:** Good understanding of governance, financial management and compliance, and a strong commitment to the Nolan principles
- **Charity sector:** Understanding of the governance requirements specific to a charity
- **Communication:** Strong verbal and written communication skills, including public speaking and presentation abilities.
- **Relationship building:** Track record of building and nurturing relationships with a wide range of people.