

Revitalise

We're the people who create revitalising holidays



Trustees



Welcome

Dear Candidate

Thank you for taking an interest in joining the Board at Revitalise.

Revitalise aims to provide a break that feels like a real holiday, offering wonderful hospitality, combined with 24-hour nurse-led care, for people living with a wide range of conditions including MS, cerebral palsy, Parkinson's and dementia, to name a few.

The main alternative to a break with us is a spare bed in a residential care home – yet independent research confirms there are around 540,000 people similar to our current guests and, as the population ages, this number is growing.

We are looking to appoint two outstanding and influential Trustees to our Board, who bring established strategic leadership experience in Health and Social Care. As a Trustee, you will provide sound expert guidance and advice to the Board and ensure the charity sets the highest standards in the care of our guests.

A senior, registered healthcare professional, who comes from a medical, nursing or social care background, you will offer both support and challenge as a member of the Board helping us ensure we establish a new benchmark of excellence in care, which seeks to set the standard across the sector.

This is a challenging time for the sector and at Revitalise we want to influence change rather than simply react to it. All our Trustees demonstrate excellent communication skills and the confidence to speak their own mind, sharing knowledge for the benefit of the charity and its guests. They also show excellent governance skills and have a combined goal of ensuring all our guests have the best, and safest, experience.

If you are excited by the opportunity to join our Board and believe you have the skills and commitment to join us on this exciting journey, then I would encourage you to apply.

I very much look forward to hearing from you.

With best wishes

**George Blunden,
Chair of Trustees**



About Revitalise

Revitalise is a national charity providing respite care in a holiday setting for disabled people and carers for over 50 years. Revitalise also offers inspirational opportunities for volunteers through one of the largest and most diverse volunteering programmes of any UK charity.

Revitalise was founded in 1963 as the Winged Fellowship Trust (WFT). In 2004 WFT became Vitalise and in 2014 Vitalise became Revitalise. We currently run three accessible holiday centres in Chigwell in Essex, Southampton and Southport.

Our mission is to enable disabled people in the UK to access essential breaks with care and provide inspirational opportunities for volunteers.

We firmly believe that disabled people should have the same rights, freedoms, responsibilities and quality of life as those without disabilities.

Revitalise is a complex and interesting business, that also happens to be a charitable company. The breadth of activities the company is involved in includes sale of holidays, provision of medical care, management of an extensive volunteer programme, maintenance of hotel properties, and the operation of a chain of charity shops. This variety of commercial activity, together with our extensive charitable fundraising programme and plans for future property acquisition and development, means that there is plenty for an ambitious CFO to get their teeth into.



Job Description

Job title: Trustee

Responsible to: Chair of Trustees

The role of the Board is to champion the founding mission of the charity and ensure that it stays relevant and valued by those we serve. The Board's purpose is to work together with the Executive team to deliver excellent experiences for our guests with the best standards of care, and a strong financial and operational performance. While at the same time holding the Executive to account against agreed strategy and business plans.

Additionally, skilled trustees are able to provide to the Executive the benefit of their individual expertise, and lead the development of, and agree, a strategy that aims to achieve the organisation's charitable purposes and be clear about the desired outputs, outcomes and impacts.

Trustees are expected to bring their expertise and experience from their professional backgrounds to supplement the skillset of the Board overall, to be committed to the charity's cause and have joined the board because you want to help the charity deliver its purposes most effectively for public benefit.

This role will also be a member of the Guest Experience sub-committee.

Statutory and legal duties of a Trustee:

Trustees are responsible for the work that the charity does and how it does it. Trustees have a number of statutory and legal duties, which are:

- To ensure that the organisation complies with its governing document, clinical and healthcare laws, charity law, company law and any other relevant legislation or regulations.
- To ensure that the organisation pursues its objects as defined in its governing documents.
- To ensure the organisation uses its resources exclusively in pursuance of its objects for the benefit of the public.
- To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation including having appropriate policies and procedures in place.
- To ensure the financial stability of the organisation.
- To protect and manage the assets of the charity and to ensure the proper investment of the charity's funds.
- To follow proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the Chief Executive.

To achieve this, you will:

- Work with fellow trustees to shape, drive and monitor the charity's strategy.
- Prepare for and participate fully in board meetings.
- Act reasonably in decision making and leadership of the organisation.
- Ensure the proper management and administration of the charity.
- Use any specific skills, knowledge or experience you have to help the board of trustees reach quick and sound decision by leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which you have special expertise.
- Promote the work of the charity externally.
- Participate in sub-committees.
- Manage risks with a considered, proportionate and balanced approach.
- Support the charity's Chief Executive and Director of Quality.
- Ensure that the charity's values and goals are upheld in the delivery of its objectives.

Job Description

Guest Experience Committee

The Guest Experience Committee's role is to ensure Revitalise puts the guest experience, which is a combination of high quality and safe care and excellent hospitality, at the heart of the service we offer, to assure the Board that the organisation is compliant with all regulatory and legal matters in relation to the guest experience.

In order to achieve this, the Guest Experience Committee has the following responsibilities:

- To provide the Board with impartial advice on the effectiveness of the Charity's legal and regulatory responsibilities.
- To ensure that the charity complies with relevant laws, including Health and Social Care Act 2008, Health and Safety at Work Act 1974 and the Care Act 2014.
- To ensure that the charity exceeds all Care Quality Commission (CQC) guidelines and standards.
- To offer strategic leadership and guidance in the areas of safeguarding, compliments and complaints and serious incident reporting.
- To provide sound guidance and expertise to ensure all of our guests receive the best possible experience with excellent hospitality.
- To provide scrutiny of the Charity's systems and processes, ensuring that these are robust and fit for purpose.
- To ensure that risks are catalogued (the Revitalise risk register) along with their control systems, and to investigate on behalf on the Board, anything that threatens or adversely affects the accomplishment of the charity's aims and objectives.



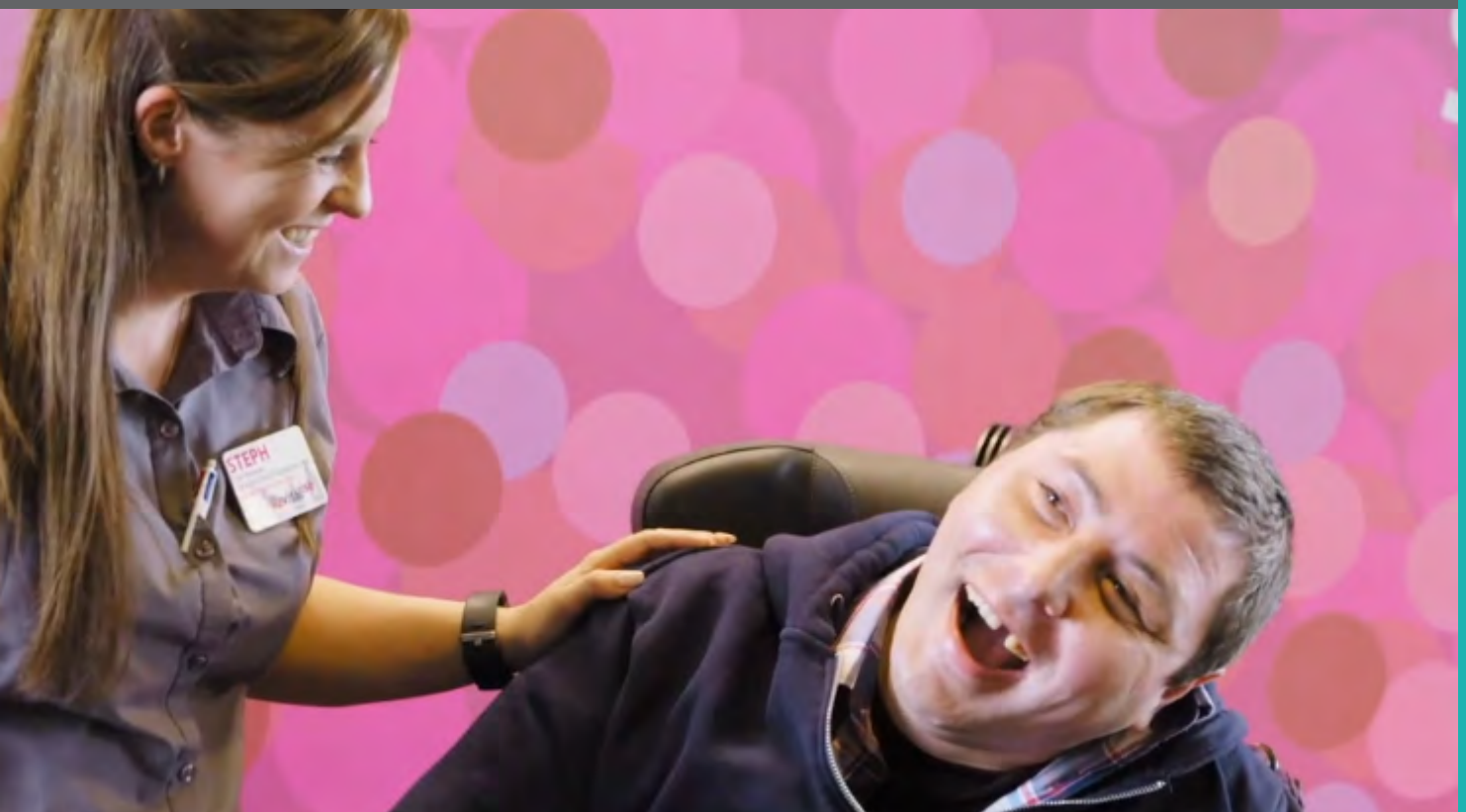
Person Specification

Revitalise is looking for a trustee who:

- Is committed to the organisation and has enough time and willingness to contribute effectively to Board and Guest Experience Committee proceedings.
- Has relevant healthcare experience within medical, nursing or social care.
- Is able to work effectively as a member of a team.
- Is willing to speak up and can remain independent of any influence from another organisation or individual.
- Has a reasonable level of understanding of legal and regulatory requirements of a social care charity.
- Is able to make quick and sound decisions based on an analysis of information presented to them.
- Has a passion for the disability sector and disability causes.
- Can manage risks with a balanced and informed approach.
- Is committed to Revitalise's values; Determined, Imaginative, Caring and Encouraging.

Commitment

- Trustees are expected to attend meetings of the full board. Meeting dates are published a year in advance.
- In addition, these roles will form part of the Guest Experience Committee. As with any organisation, good decision-making is facilitated by a close understanding of the operation and its people: trustees should expect to invest some time in gaining this understanding and building relationships within the organisation to facilitate good leadership.
- Board meetings are usually held four times a year including an annual away-day and the Guest Experience Committee which meet three times per year (in person or remotely). Meetings usually take place in Central or Greater London.
- Outside of board and committee meetings, staff may seek to consult with trustees on particular subjects and there will be opportunities to attend project visits, meetings and events related to the charity strategy.
- Trustees are appointed on an ongoing basis, each year one third retire (based on length in office) and are invited to be re-appointed.



Terms of Appointment

The post is unpaid, however reasonable expenses are paid in line with the charity's expenses policy.

Location Board meetings are held at the registered office at The Business Design Centre (BDC), Islington, London.

Time Commitment Minimum of 4 Board meetings and 3 Guest Experience Committee meetings per year.



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for disabled people and carers.

