



Pear Tree Centre, c/o Cutlers Hill Surgery, Bungay Road, Halesworth, Suffolk IP19 8SG  
info@peartreefund.org • peartreefund.org

## Join our Board of Trustees

We are expanding our Board of Trustees and welcome applications from people with skills and expertise at a senior level in financial management (treasurer), legal and HR, fundraising and income generation, the health and social care sector or a service development background.

This is an exciting opportunity to join the charity at a time of change and trustees will be integral to its development and influential in its future success. You will be involved in setting the future direction of the Pear Tree Fund to ensure it can develop to respond to the needs of our community. This is a fantastic opportunity if you want to help shape the future of a charity and make a real difference to people's lives.

As well as the main Board role, you will also join a relevant sub-committee. We are a small charity so we need trustees who can commit to 10 to 12 meetings a year. Most of the meetings are held remotely, but twice a year we hold face to face meetings at The Pear Tree Centre.

Please note successful candidates will be required to complete a DBS check on appointment. This is an unpaid voluntary position, but you can claim reasonable out of pocket expenses. The charity supports inclusion and equal opportunities.

We will collect and process the personal data that you provide, in order to administer the recruitment process. Further information can be found in our privacy notice on our website [www.peartreefund.org](http://www.peartreefund.org)



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## How we serve our community

The Pear Tree Fund is a community charity, based in Halesworth, East Suffolk.

We provide information, advice and holistic support to anyone with a life-changing illness or long-term condition who lives in East Suffolk and neighbouring parts of Mid Suffolk and South Norfolk, as well as to families and carers.

The Pear Tree Fund also provides emotional, physical and practical support to people reaching the end of their lives so that they can die in the comfort and security of their own homes. We pride ourselves on walking alongside people, offering local support when they need it the most.

## Our history

The Pear Tree Fund is a registered charity first established in 1989 by three community nurses to provide extra nursing and holistic care and specialist equipment for the terminally ill in the community and support for their families and carers. In the intervening years, the charity's trustees then raised more than £1million to build a state-of-the-art information and support centre in Halesworth. The Pear Tree Centre opened in 2020 and now offers a wide range of holistic support services to the local community. It has five staff, four of which are part-time, and more than 40 volunteers.

The Pear Tree Fund also manages Dee's Den, our local volunteer-led charity shop, which raises £20,000 to £30,000 a year towards the running costs of the Pear Tree Centre.

## The future

We anticipate that demand for our services will increase significantly over the next five years. We offer support to a largely rural area that scores higher than average on the indices of multiple deprivation. It has an above average number of people who are unemployed, on benefits or in low paid work. It also has a much higher than average number of people over 65, which is forecast to increase significantly over the next 10 years.

Local health provision is limited to three main acute hospitals which require two to four hour round trips. This, coupled with poor public transport links and the stretch in the NHS, means it's vital we safeguard, sustain and develop our services.

The Pear Tree Fund is supported by a mixture of community fundraising, Dee's Den (our charity shop), legacies, and grants from trusts, foundations and statutory bodies. Our income was significantly reduced during the COVID-19 pandemic while demand for services increased.



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The funding landscape is now more challenging than normal at a time when we need to expand our services. Our Board of Trustees will have to navigate this landscape, develop new strategies for fundraising and services to ensure our local community has the support it needs.

## Our patrons and Board

You can read about our patrons and our Board of Trustees on our website.

## The role of the Board

Our Board of Trustees has responsibility for the strategic direction and overall governance of the Pear Tree Centre. The Board also has legal oversight of the charity, including the responsibility that statutory and reporting requirements to the Charity Commission are met. The Board works to ensure The Pear Tree Fund achieves its core purpose, is sustainable and meets the needs of the local community.

This is an exciting opportunity to join a charity at a time of transformation and trustees will be integral to its development and influential in its future success.

## Applications for trustee positions

We are looking to recruit three trustees – one with fundraising experience (annex one), and two with skills and expertise at senior management level in areas such as law and HR, the health and social care sector or service development (annex two).

## Time commitment and location

- Board meetings are held four to six times a year. Four are remote, and two in person at the Pear Tree Centre.
- Trustees will be asked to sit on a relevant sub-committee.
- Attendance at local award or fundraising events is encouraged but optional.



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## Annex one – Trustee with lead on fundraising

### Role summary

To assist the Board on fundraising, bring a broad perspective to fundraising plans and strategy and ensure fundraising is of the highest standard.

### Responsibilities

In addition to those of a Board trustee, the lead trustee for fundraising will:

- Ensure fundraising for the Pear Tree Fund is conducted in legal, honest and accountable ways.
- Advise the Board on appropriate fundraising strategies and techniques to achieve effective income generation.
- Advise on risk assessment and management of fundraising approaches, especially when considering new or ambitious fundraising strategies.
- Encourage an entrepreneurial fundraising culture and assess the cost benefit ratio of each planned type of fundraising.

### Person specification

#### Essential

- Fundraising/income-generation knowledge and/or business development background in small or medium enterprises.
- An understanding of the UK charity sector, good governance, Charity Commission and Companies House requirements, relevant legislations and statutory requirements.
- An understanding of the challenges facing small to medium UK charities in maximising income streams and donor cultivation.
- Experience of diverse fundraising practices including statutory funds, corporate and philanthropic giving.
- A thorough understanding of the [Code of Fundraising Practice](#).
- An ability to work effectively as a member of a team.
- Excellent networking skills, influencing and communication skills.

#### Desirable

- Knowledge of digital or social media.
- Knowledge of the voluntary sector.
- Skills and experience in one or more areas of non-executive governance, such as strategic planning, business management and experience of trusts or other grant giving bodies.



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## Annex two – Trustee (two positions)

The successful applicants will have a background in senior management with Board experience in service development or health or social care organisations, as well as experience of Board-level or non-executive director appointments.

### Role summary

Our trustees oversee the management and administration of the charity. The Board has legal oversight of the charity, including responsibility that statutory and reporting requirements to the Charity Commission are met. Our trustees have the responsibility for the strategic direction and overall governance of the Pear Tree Centre.

This is an exciting opportunity to join our charity at a time of transformation and trustees will be integral to its development and influential in its future success.

### Person specification

#### Essential

- Experience in senior management or leadership within the public, voluntary or private sector, including strategy and business plan development and management of risk.
- Experience of using performance information to monitor delivery against corporate priorities.
- An understanding of the legal duties, responsibilities and liabilities of trusteeship.
- Good, independent judgement.
- Critical thinking and constructive challenge.
- Strategic thinking and mindset of continuous improvement.
- A willingness to speak their mind.
- An ability to work effectively as a member of a team.
- Excellent networking, influencing and communication skills.

#### Desirable

- Prior experience of working at Board or non-executive director level.
- Knowledge of the voluntary sector.
- Skills and experience in one or more areas of non-executive governance, such as strategic planning, business management and experience of trusts or other grant giving bodies.