



Registered charity number 1155419

Registered Address: Pear Tree Centre, Bungay Road, Halesworth, Suffolk, IP19 8S

The Pear Tree Fund is seeking a new Chair

We are seeking a new Chair for the Pear Tree Fund. 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.

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, and to families and carers. Services and support are provided from the Pear Tree Centre in Halesworth, or by telephone, online and in the home. We pride ourselves on walking alongside people, offering local support when they need it the most.

We welcome applications from people with skills and expertise at a senior level in the Charitable Sector, Health and Social Care or a Service development background. Applicants with non-executive experience would be particularly welcomed.

We are a small charity so we need a Chair who can commit to regular face to face meetings with staff as well as representing the charity at external events. The time commitment is around 4 days a month. Most of the Trustee meetings are held remotely but twice a year we hold face to face meetings at The Pear Tree Centre.

A copy of the recruitment pack is available on our website www.peartreefund.org

To apply please send a CV with a supporting letter to claire.boyne@peartreefund.org by 22 November.

We plan to interview candidates on Friday 6th December.

If you would like an informal chat, please send a **text message** requesting this either to the current Chair, Dinah Morley on 07966 474951 or our Deputy Chair, Guy Peryer on 07910 712483.

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



'local support when you need it most'

Our history

The Pear Tree Fund is a registered charity first established in 1989 by three local 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 Trustees of The Pear Tree Fund then raised over 1M to build a state of the art Information and Support Centre in Halesworth, East Suffolk. The Pear Tree Centre opened in 2020 and now offers a wide range of holistic support services to the local community. The Pear Tree Fund has 7 staff, 6 are part-time with over 40 volunteers. The Pear Tree Fund also manages Dee's Den, our local volunteer led charity shop that raises £20-30,000 a year towards providing end of life care and the running costs of the Pear Tree Centre.

The Future

We anticipate that demand for our services will increase significantly over the next 5 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 average number of people over 65 which is forecasted to increase significantly over the next 10 years. Local Health provision is limited to three main acute hospitals which require 2-4 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 Patron & Board

You can read about our Patron & our Board of Trustees here

<https://peartreefund.org/our-patrons/>

<https://peartreefund.org/the-charity/our-trustees/>

The role of the Board

Our Board of Trustees has the responsibility for the strategic direction and overall governance of the Pear Tree Fund. 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 with Pear Tree Fund staff to ensure The Pear Tree Fund achieves its core purpose, is sustainable and meets the needs of the local community.

Chair Job Description

Responsibilities as a Trustee

- Ensuring that the Pear Tree Fund pursues its stated objects (purposes), as defined in its governing document ([constitution](#)), by developing and agreeing a long-term strategy
- Ensuring that the Pear Tree Fund complies with its governing document ([constitution](#)), charity law, company law and any other relevant legislation or regulations
- Ensuring that the Pear Tree Fund applies its resources exclusively in pursuance of its charitable objects (ie the Pear Tree Fund must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
- Ensuring that the Pear Tree Fund defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of the Pear Tree Fund
- Ensuring the effective and efficient administration of the Pear Tree Fund, 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 Pear Tree Fund staff.

Duties as a Chair

- Providing leadership to the Pear Tree Fund and the Board by ensuring that everyone remains focused on the delivery of the Pear Tree Fund's charitable purposes in order to provide greater public benefit
- Chairing and facilitating board meetings
- Giving direction to board policy-making
- Checking that decisions taken at meetings are implemented
- Representing the Pear Tree Fund at functions and meetings, and acting as a spokesperson as appropriate
- Bringing impartiality and objectivity to decision-making

With Pear Tree staff:

- Planning the annual cycle of board meetings and other general meetings where required, for example annual general meeting
- Setting agendas for board and other general meetings
- Developing the board of trustees including induction, training, appraisal and succession planning
- Addressing conflict within the Board and within the organisation, and liaising with staff to achieve this
- Liaising with staff to keep an overview of the organisation's affairs and to provide support as appropriate

- Leading the process of supporting and appraising the performance of Pear Tree Managers
- Sitting on appointment and disciplinary panels
- The Vice-Chair acts for the Chair when the Chair is not available and undertakes assignments at the request of the Chair

Person specification

- Strategic vision and leadership skills
- Experience in senior management or leadership within the public, voluntary or private sector, including strategy and business plan development, fundraising and management of risk.
- An ability to lead and work collaboratively with a team
- Good communication and interpersonal skills including tact and diplomacy
- Critical thinking and constructive challenge
- Experience of using performance information to monitor delivery against corporate priorities.
- Mindset of continuous improvement.
- Impartiality, fairness and the ability to respect confidences.
- Excellent networking skills, influencing and communication skills.
- An understanding of the challenges facing a small charity in maximising income streams & donor cultivation.
- A willingness to devote the necessary time and effort (estimated 4 days/month)
- Good, independent judgement
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship including an understanding of the UK charity sector, good governance, Charity Commission.
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- A resident of East Suffolk or neighbouring parts of Mid Suffolk and South Norfolk

Desirable

- Prior experience of working at Board or Non-executive Director level
- Skills and experience in one or more areas of non-executive governance e.g. good governance, strategic planning, business management, experience of Trusts or other grant giving bodies.
- Knowledge of key stakeholders in the local statutory and voluntary sector