



CHILDREN'S
**HEART
SURGERY
FUND**

Join **#TeamCHSF**

Charity Trustee

May 2025



A welcome from the Chair

Dear applicant

At Children's Heart Surgery Fund (CHSF) our vision of '*empowered lives for everyone born with congenital heart disease in our region*' is moving into a new phase of the charity's development to match the incredible medical advances that now give babies born with congenital heart disease (CHD) a higher chance of survival and quality of life.

For over 35 years, CHSF has financed vital equipment for use in the paediatric and adult intensive care units at Leeds General Infirmary, alongside parent accommodation and some medical roles - all beyond the financial remit of the NHS. In 2020, the Family Support service started helping patients and families from across the region with bespoke wellbeing, financial and practical support.

Our charity is a crucial partner for the Leeds Congenital Heart Unit, a specialist cardiac centre for all of Yorkshire, the Humber, North and Northeast Lincolnshire and North Derbyshire (a population of over 5.7 million). We are now looking for up to four new Trustees to join us.

We want to build the best non-executive team we can and are particularly interested in hearing from candidates who care about CHD and our region, who can offer insight, experience or influence in one or more of the following areas:

- Lived experience of CHD and its consequences as a patient or parent (or other similar potentially life-limiting condition)
- Clinical experience of CHD with knowledge of the Leeds Congenital Heart Unit
- Charity Finance (an accountancy qualification would be an asset)
- Experience of business management/leading a comparable sized business/charity
- Fundraising or development work in the business and/or charity sector
- Marketing/Communications

Our trustees bring all their experiences into our Board room. While we do have priority areas to address in our skillset, we're interested in a fully and authentically diverse board, and in people who will bring their whole selves to help shape decisions for CHSF's future. We are also interested in people who are new to being a trustee, including younger candidates, who would like to contribute to the charity's future.

If you have some of the knowledge, skills and experiences we need, then we very much look forward to hearing from you. If you would like to talk to me, Sam our Deputy Chair, or our CEO Ruth, please get in touch.



Kieran Brady
Chair of Trustees





Overview

CHSF is a limited company and [registered charity](#), established in 1988 by surgeon Duncan Walker operating out of Killingbeck Hospital Leeds, with the motto 'Each Child a Childhood' which was the goal of the Heart Unit at that time. The charity was primarily set up to resource vital equipment for use in the paediatric and adult intensive care units, parent accommodation and a handful of medical staff to attend to patients.

CHSF's voluntary Board of Trustees provides strategic direction and oversight. The work of the charity is managed on a day-to-day basis by Chief Executive Officer (CEO) Ruth Davany and the staff team. There is a senior leadership team comprising Heads of Resource and Finance, Fundraising, Marketing and Family Support managing administrative, fundraising, marketing and family support staff. There is also a loyal group of volunteers who help with fundraising events and provide practical assistance.

Our principles steer our strategy and decision making. Commitment to Equity, Diversity and Inclusion is a foundation principle. CHD can affect anyone from any socio-economic background, and racial identity and any gender. It affects someone from birth but is not always detected immediately. This means all work undertaken by the charity must be inclusive of all lived experiences, and respectful of those with belief, faith and those with none.

Vision

"Empowered lives for everyone born with congenital heart disease in our region."

Mission

"We enable children, adults and families affected by congenital heart disease to live empowered lives, through our holistic family support services and by providing vital resources to the Leeds Congenital Heart Unit and region."

Values

TRUSTWORTHY

DEDICATED

APPROACHABLE

RESPECTFUL

COMPASSIONATE

[Read more](#)

Strategy

Our current strategy covers the period 2025 to the end of 2026. A new plan will be drafted during 2026 to take the charity into 2027, and beyond. The core objectives are:

Support to empower

Individuals and families

- Fundraise, raise awareness and provide Family Support to empower individuals and families affected by CHD in our region

Support to enable

Seed-funding and partnerships

- Fundraise to resource seed funding for job roles, larger equipment, research and other complimentary activities to improve overall patient experience that is beyond the scope/resource of the NHS.
- Cultivate and strengthen collaborative relationships with relevant partners (charities, networks, corporates and families) to deliver the appropriate outcomes for patients and families.

[Read our 2024 Impact Report](#)



Appointment:	Trustee
Accountable to:	Chair of the Board of Trustees
Location:	Able to attend quarterly meetings in Leeds
Hours:	Approximately 4-6 hours per month
Remuneration:	Unpaid (<i>Reasonable out-of-pocket expenses will be covered</i>)

Role objectives

Up to four new trustees will boost the capacity of the Board of Trustees to drive CHSF's mission and objectives, providing inclusive leadership and ensuring that colleagues collectively deliver on their duties and responsibilities for effective charity governance.

Equity and inclusion are central to our ethos. We want our Board to harness diverse opinions and reflect the communities we work with, so we strongly encourage applications from underrepresented groups on charity boards and younger candidates. All applications will be considered solely on merit.

The National Council for Voluntary Organisations (NCVO) explains core legal duties of all trustees [here](#).

Main responsibilities of the Trustee role

- To support, promote and develop the charity externally so that it can grow and maintain its relevance to society.
- To act as an ambassador for CHSF and its aims, objectives and strategic priorities, drawing on networks, relationships and associations.
- To contribute actively to the overall strategic direction and development of CHSF through effective strategic planning and discussions relevant to it.
- To share professional and personal expertise that enhance the Board's ability to consider issues from all angles and reach a considered decision.
- To ensure the highest standards of governance and probity and that the charity complies with the relevant legal and regulatory frameworks.
- To contribute actively to the Board of Trustees' overall role in setting policy, defining goals and targets, and evaluating performance.
- To maintain sound financial management of the charity's resources, ensuring expenditure is in line with objectives, and adding to public confidence and trust.
- Ensuring the effective and efficient administration of the charity's resources, acting in the best interest of the charity, beneficiaries and future beneficiaries at all times.
- To maintain absolute confidentiality about all sensitive / confidential information received in the course of duties.



Person Specification

Knowledge and experience

Each trustee must have:

- Integrity
- Commitment to the organisation and its objectives
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Strong personal commitment to promoting equity, diversity and inclusion
- Willingness to devote the necessary time and effort to their duties as a trustee
- Sound, independent judgement and the confidence to participate in discussions about key strategic issues and to challenge constructively
- Willingness to speak their mind
- Ability to work effectively as a member of a team

Desirable:

- Lived experience of our cause
- Strategic vision.
- Ability to think creatively.
- Experience of setting targets, monitoring and evaluating performance and programmes in commercial and non-profit organisations
- Networking and business connections
- Ambassadorial qualities and willing to draw on personal networks to support the charity.
- Fundraising skills and experience
- Business Development experience
- Recruitment and personnel management, including a knowledge of employment legislation

To ensure that the board of trustees effectively and ambitiously support our next longer-term strategy, **we are particularly interested in candidates who bring the following expertise and experience:**

- Lived experience of CHD and its consequences as a patient of parent (or other similar potentially life-limiting condition)
- Clinical experience of CHD with knowledge of the Leeds Congenital Heart Unit
- Charity Finance (an accountancy qualification would be an asset)
- Experience of business management/leading a comparable sized business/charity
- Fundraising or development work in the business and/or charity sector
- Marketing/Communications

We are committed to inclusion and building a more diverse board, more representative of our society. **We are particularly interested in younger candidates (under 30) who bring any of the experience listed above.**

If you are new to joining a board of trustees - we are keen to hear from you. We welcome a wide range of experiences, and can provide support and mentoring for candidates who are new to the sector, or entirely new to the responsibilities of a charity trustee.



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How to apply

Please supply a CV with a covering letter outlining how you fulfil the Person Specification and why you wish to be considered as a trustee of CHSF and send to catherine.brown@chsf.org.uk by Monday 16 June 2025

Please supply the name, organisation, email address and relationship to two referees.

If desired, feel free to get in touch with Catherine Brown, catherine.brown@chsf.org.uk to organise an informal discussion with the Chair, Deputy or CEO.

Timetable

Closing date: Monday 16th June 2025

Interviews (online via Teams): 14th - 16th July 2025



chsf.org.uk



Registered Charity No. 1148359