



CHILDREN'S  
HEART  
SURGERY  
FUND



Join #TeamCHSF

**Chair of Trustees**

March 2026



# Introduction from our Interim Chair

Thank you for showing an interest in joining the Board of Children's Heart Surgery Fund as our new Chair.

Children's Heart Surgery Fund (CHSF) empowers the lives of everyone born with congenital heart disease in our region. We do this through the delivery of our holistic family support service and by providing vital resources to the Leeds Congenital Heart Unit and region.

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 and this area of our work has grown from strength to strength. 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 to appoint our new Chair who will have a pivotal role in shaping the future of our charity, guiding governance and supporting our CEO, Trustees and team to deliver on our strategic goals, securing our help and support into the future.

If you share our values and are up for the challenge, we look forward to hearing from you!

*Claire*

**Claire Daniels**

Interim Chair of Trustees





# Introduction from our CEO

Welcome to Children's Heart Surgery Fund (CHSF)!

At CHSF we are a team committed to providing outstanding support to children, young people, their families and adults living with congenital heart disease, across the region, to deliver the best possible outcomes.

When your child is poorly in hospital your whole world is turned upside down. It is hugely rewarding to see how our practical support (food, accommodation, toiletries, travel costs), wellbeing activities and peer support groups make all the difference to families - combatting isolation, providing a listening ear and meeting basic needs. CHSF is a charity that fills in the gaps that the NHS cannot fund, and we do so with humanity and compassion.

We are recruiting for our next Chair of Trustees - often described as the 'dynamic duo' it's important to me to develop a strong working relationship with our Chair. We need you to provide strategic leadership, ensure strong governance is in place and act as a critical friend as we work together, with the Trustees and Team, to drive the development of CHSF in line with where our beneficiaries need us to go.

I look forward to hearing from you.

**Ruth Davany**  
CEO, CHSF



# Overview

Children's Heart Surgery Fund supports babies, children and adults across Yorkshire, North East Lincolnshire and The Humber with congenital heart disease who are treated at a specialist Heart Unit within Leeds Children's Hospital.

We are a completely self-funded, regional charity set up in 1988 to support the Heart Unit, within the field of congenital heart disease. In addition to supporting the Heart Unit by providing revolutionary equipment, family accommodation and funding clinical posts and research, we deliver a programme of practical and financial support for children and their families each year.

Coming to hospital is a daunting prospect for a child and stressful for parents and other family members. Our aim is to support the family by making the ward a comfortable place, providing accommodation and living expenses for families.

## 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](#)

## Strategic objectives

### 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 latest Impact Report](#)



**Appointment:**

**Chair of Trustees**

**Location:**

Children's Heart Surgery Fund office / Remote

**Time commitment:**

The chair will need to attend four board meetings and two strategy days per year, and is expected to have meetings with the CEO and other trustees when required, in addition to other relevant events relating to the work of the organisation. We estimate the time commitment to be 1 day per month.

**The role**

As Chair of Trustees, you will provide leadership at a strategic, governance, and ambassadorial level. Working closely with the CEO, Trustee Board, and wider stakeholders, you will;

**Main responsibilities**

- Ensure the board discusses and agrees the purpose and values of the organisation and remains focussed on them.
- Lead the board in identifying key strategic decisions, including the financial strategy, to be made and delivered.
- Ensure timely and well-founded decision-making that advances the values and purpose of Children's Heart Surgery Fund.
- Work with the board and staff to further our strong commitment to equity, diversity and inclusion.
- Ensure the organisation has in place appropriate policies, systems and procedures to operate legally and effectively.
- Monitor the progress of the organisation in light of the strategic objectives.

**The chair will work with trustees to:**

- Manage potential conflicts of interest to ensure probity and that there is appropriate transparency.
- Review board composition, and ensure timely trustee recruitment and development.
- Build an effective, high performing board team, supporting individuals, facilitating good relationships, promoting co-operative working.
- Chair board meetings, making sure they are minuted, and that follow up actions are communicated and monitored.
- Ensure board members are equipped to carry out their duties, identifying any learning, development, support, information, or advice that may be needed.

**The chair will work closely with the CEO to:**

- Develop and maintain a productive and supportive working relationship with the CEO.
- Ensure high quality relationships with staff and volunteers, enabling our organisation to deliver confidently, consistently and to a high standard.



- Conduct the annual appraisal of the CEO.
- Relate any concerns of the board to the CEO/leadership team.
- Work with the CEO to schedule and plan board meetings and ensure the provision and dissemination of relevant information to board members from the CEO and staff/volunteer team.

### Externally the chair will seek to:

- Work, as required, to build relationships with key stakeholders.
- Be an ambassador for the organisation.

## Who we are looking for

### Person Specification

Your **knowledge** and **experience** should include:

- Demonstrable experience of chairing boards, committees, or senior leadership teams, ideally within the charity/non-profit sector.
- Strong understanding of charity governance, the legal responsibilities of Trustees and the regulatory environment in the UK.
- Proven ability to drive organisational strategies and build commitment to a collective vision.
- Strong data, financial management and analysis skills and experience.

Your **skills** and **attributes** should include:

- Excellent interpersonal and communication skills, with the ability to facilitate balanced discussions to reach a consensus.
- Strong professional networks that can benefit Children's Heart Surgery Fund's income generation activities.
- An inclusive and collaborative leadership style with strong listening skills.
- Ability to commit time to the role, including attending events out of office hours.

The **personal qualities** and **behaviours** that will enable you to thrive:

- Ability to lead on our vision and values authentically with a natural ability to convene everyone determined to positively impact the experience for CHD patients and families.
- Commitment to equity, diversity and inclusion.
- Strategic thinking, sound judgement and complex decision-making ability.
- A deep commitment to empowering the lives of everyone in our region affected by congenital heart disease.





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## Recruitment process

### 1. Application

Submission of a CV and covering letter (maximum two sides of A4) detailing why you are interested in the role and how you meet the criteria in the person specification to [hr@chsf.org.uk](mailto:hr@chsf.org.uk).

*For an informal conversation about the role please contact our CEO [ruth.davany@chsf.org.uk](mailto:ruth.davany@chsf.org.uk) to arrange a convenient time.*

### 2. Closing date

Monday 27th April 2026, 5pm

### 3. Interviews

Shortlisted candidates will be invited to interview wc. 4th May 2026 at Children's Heart Surgery Fund, Joseph's Well, Hanover Walk, LS3 1AB. The interview will be made up of two parts:

- An exercise to prepare ahead for feedback and discussion with a team panel
- An interview with a CHSF recruitment panel

### 4. References and DBS checks

Any offer will be conditional on satisfactory references and a DBS check.

### 5. Appointment

The successful candidate will be appointed as Chair of Trustees, commencing end of May 2026 with the first Board Meeting being held on Thursday 18th June 12-2pm.



[chsf.org.uk](https://chsf.org.uk)



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