

Chair of Trustees - PTEN UK & Ireland Patient Group

Charity Overview

PTENUKI is a patient support group whose aim is to improve the lives of PHTS patients in the UK and Ireland. The charity's 3 main objectives are to

- Promote patient health: through support, increased awareness, and the provision of more accurate and accessible information
- Improve healthcare: through the awareness of PHTS within the medical community to help with earlier diagnosis and intervention, and supporting the improvement of better healthcare and treatments
- Support and promote research: into treatment and prevention, and improved coordination of care.

Position

The Chair of Trustees is accountable for the successful running and achievements of the charity. Someone who has had previous experience leading a charity or managing a business would be beneficial, they are responsible for recruiting trustees and board members, running trustee meetings, ensuring the charity meets its legal and regulatory requirements, and overseeing all activities to ensure the objectives of the charity are being met.

They should have a proactive work ethic, good people and communications skills, and be able to lead and motivate fellow trustees and volunteers.

This is a great role for someone looking to broaden their professional career and personal experience, making a real difference to the patients and families we support.

Responsibilities Include

1. Organisational
 - a. To uphold the objectives of the charity
 - b. Enable board members and volunteers to deliver effectively
 - c. Maintain board members and the proper functioning of the board
 - d. Ensure the right policies and processes are in place for e.g.
 - i. Medical accuracy and Health & Safety
 - ii. Charity & legal compliance
 - iii. Charity Commission financial reports & returns
2. Financial
 - a. Ensure appropriate financial controls are in place
 - b. Keep oversight of the financial performance of the charity
 - c. Work with the treasurer and charity manager to ensure financial compliance e.g. submitting of annual reports and returns
3. Communications
 - a. Ensure trustees, volunteers and patients are kept updated with appropriate information
 - b. Occasionally represent and advocate for the charity at events and meetings
4. People Management

- a. Responsible for Trustee recruitment
 - b. Line managing the Charity Manager paid role
 - c. Oversee and guide trustees and volunteers in charity related activities
 - d. Establish and maintain relationships with relevant patient groups, medical professionals and research organisations.
5. Events and Meetings
- a. Hold and coordinate quarterly trustee meetings
 - b. To participate in other ad-hoc tasks as they arise from time to time

Skills & Experience

- Previous experience of being a Chair, Charity Trustee or Business Leader / Manager beneficial
- Effective leadership and people management skills
- Confident communication and interpersonal skills
- Good judgement and decision making capability
- A passion for helping people

Hours, Remuneration and Application Information

- Voluntary role, 3 year term / commitment
- Unremunerated, travel expenses paid
- Hours: quarterly board meetings plus approx. 2-4 hours per month