



# The Guild of Health and St Raphael

Treasurer Trustee Recruitment Pack

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## The Guild in brief

The Guild of Health & St Raphael's work is focused on the healing mission of the church which was initiated by Christ. Since 1905, we have been an innovative organisation working with medical and psychological science to promote human flourishing. Primarily this has been through prayer and the sacraments of the church, but we have a long history of taking a holistic view of health and wellbeing taking into our remit mindfulness, environmental engagement, justice and peace movements and taking seriously the need for healing amongst the young and old in all parts of society.

We are at an exciting moment in the history of the charity as we seek to fold all aspects of our rich history, action, theology and outlook into the Healthy Healing Hub Project, re-envisioning what Christian healing means for the modern world, for churches who work hard to bring God's mission to their community and for individuals who seek healing in their own lives. Within UK society, mental health issues are on the increase and the health services are subject to ever increasing pressure to meet the demands and expectations placed on them. Individuals and communities are suffering. Given there are more churches than health centres in the UK, with quality training and resourcing, churches can be well placed to help meet the challenges facing society. Through this work, churches and Christians will not only re-discover this key aspect of Christian mission and spiritual life, but will also serve a genuine need in wider society.

The Healthy Healing Hubs Project aims to resource local churches by providing the theological bedrock, the confidence and the resources to meet some of the health needs of their community as part of their mission in the world. This project directly connects the health needs of the community with the mission of the church to bring human flourishing according to the command of Christ to heal. In this way we aim to continue the valued action of the Guild for over 115 years.

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"I am really excited by the Healthy Healing Hubs project, and believe that this marks a big potential step forward in developing the Church's ministry of healing, which is such a central part of our mission in and to a hurting world. I look forward to seeing it develop across the country, and am hugely grateful to the Guild of Health and St Raphael for taking this very strategic initiative."

-The Rt. Revd James Newcombe

Bishop of Carlisle

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## Welcome

Thank you for your interest in becoming a trustee of The Guild of Health and St Raphael.

The Guild of Health & St Raphael is ecumenical and national in its reach. Accordingly, trustees are drawn from a range of Christian denominations across the UK. Where possible we make use of conference calls and digital communication for some of our meetings. Face to face meetings are, however, also regarded as essential, and usually held in London. The trustee Board is committed to a regular audit process, whereby we consider the skills and networks we need to access to best service the work of The Guild of Health and St. Raphael. The audit process informs trustee recruitment, enabling us to find people to rectify identified skills deficits. At present we are aware of the following needs to enhance the mix of skills and experience within the Trustees:

- Fundraising and income generation, including good business networks
- High level advocacy skills. Marketing and new project launching.
- Legal and/or policy making experience.
- Medical, nursing or allied health professionals.

I have been a trustee of The Guild of Health and St Raphael for the just over a decade and Chair for the half of that time. It has been enormous privilege to be part of this Charity particularly as we have wrestled together to discern the way ahead in the changing landscape of health, healing and the Mission of the Church in this area.

As a result of careful listening and the hard work of our CEO Rev Dr Gillian Straine, we have now preparing to fold our work into the Heathy Healing Hubs project. The project has caught the imagination of many of us who work in the field of health care and who believe healing to be at the core of Jesus' mandate to us.

Therefore, we are recruiting people who are leaders in the field of health care, project management, fundraising, advocacy, publishing and policy making.

If you believe you have the skills and qualities we are seeking and would like to assist us in bringing HHH into being, we look forward to hearing from you

The Revd. Lucyann Ashdown

Chair

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## Where are we now

The Guild of Health & St Raphael is a company limited by guarantee registered in England and Wales with company number 487460, and a charity registered in England and Wales with Charity Number 211016.

The Guild employs three members of staff: the CEO (The Revd. Dr. Gillian Straine), the COO (The Revd. Stephen Radley) and a resource development partner (Mrs. Wendy Lloyd). We use contractors to help with bookkeeping and membership administration.

Membership has grown 19% over the last 12 months, a significantly higher growth rate than realised over the previous five years. We are experiencing unprecedented invitations to teach about the healing ministry as our networks and national presence increases.

In order to survive, we need to exercise financial prudence. We aim to establish a secure financial future through the Healthy Healing Hub project which seeks to meet our established aims and objectives:

- to bring together Christians including doctors, psychologists and other health professionals and ministers of religion, to work in fellowship for fuller health, both for the individual and the community.
- to enable members to study the interaction between physical, mental and spiritual factors in well-being through conferences, publications and other educational endeavours.
- to sustain and strengthen by prayer and sacrament people who are sick or suffering in any way, and all those who minister to them.
- to help men and women to realise in themselves, as members of the Christian family, the abundant life offered by Christ and share this in the world.

## Financial Overview

The 2017/18 annual turnover was £57,133 which was realised through; 18% donations & legacies, 9% conferences & seminars, 73% investment income.

We aim through the development of the Healthy, Healing Hubs project to see our income increase year on year by attracting new grants; through the sale of resources and training; and through a subscription model for churches who register as a Healthy, Healing Hub. Our aim is to generate enough income to be self-sustaining

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from revenue income within the next 5 years. In order to develop and launch the HHH project in June 2020 the Trustees have decided to invest actively in the project, and after a careful assessment of our needs, investments will be drawn down over the next 5 years.

As at 31 March 2019 reconciled investments amounting to £857,952 were held by the Guild of Health & St Raphael.

For a copy of the latest Annual Accounts and the Healthy Healing Hubs business plan are available with this pack or on request

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## TREASURER'S DUTIES AND RESPONSIBILITIES

### **Role Summary**

- To ensure the financial affairs of the organisation are conducted within legal requirements, accounting conventions and good practice;
- In partnership with the CEO to ensure the financial viability and development of the organisation.

### **Main duties**

- To ensure the Trustee Council fulfils its financial responsibilities;
- To ensure proper systems for budgeting, financial control, insurance, and reporting;
- To keep Council members informed about the organisation's finances, ensuring a report is written on a quarterly basis in a comprehensible form with narrative as well as figures;
- To ensure financial reports are provided in the proper format and at the proper time, as required by other bodies in law, such as The Charity Commission;
- To ensure a financial report is provided to members on an annual basis;
- To communicate with relevant staff and other committee members so as to maintain a clear picture of the financial health of the organisation;
- To ensure compliance with Inland Revenue and Customs and Excise (VAT) requirements as appropriate;
- To ensure the appointment of auditors or independent examiners;
- To ensure the financial viability of the organisation;
- To ensure a long term financial strategy for the organisation is in place.
- Provide support and advice for fundraising and grant applications.

### **Person Specification**

#### Essential

- Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship and adhering to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
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- A knowledge of financial accounting and reporting procedures;
  - An ability to communicate financial information to those who may have little or no financial background;
  - Strategic financial planning skills;
  - An understanding of the accounting requirements on charities in the UK;
  - Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship and adhering to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
  - Commitment to the charity's objects, aims and values and willingness to devote time to carry out responsibilities.
  - Strategic and forward looking vision in relation to the charity's objects and aims.
  - Good, independent judgement, political impartiality and the ability to think creatively in the context of the organisation and external environment.
  - Good communication and interpersonal skills and the ability to respect the confidences of colleagues.

#### Desirable

- Prior experience of committee/trustee work.
- Knowledge of the type of work undertaken by the organisation.
- A wider involvement with the voluntary sector.

#### Time Commitment

- The Council meets at least 4 times a year and the Treasurer is expected to be available for all of those meetings.
  - In addition to Council meetings, other contact – usually electronic or by telephone – will be necessary.
  - It is expected that all trustees are active in one sub group of the Council. The Treasurer is a key member of the finance sub committee.
  - Time commitment is around 1.5 days per month
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### Term of Office

- Trustees are appointed to serve a term of three years. Trustees may extend this period if requested by the retiring trustee and their position has not been filled.

The board is keen to improve its diversity and would welcome and encourage applications from all backgrounds. The role of treasurer, as with all trustees, is a voluntary position and is therefore not remunerated, but reasonable travel and other expenses incurred as part of the role will be reimbursed. The charity is based in London, and ability to travel to London for meetings is essential.

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## How to apply

If you have questions about the appointment and would find it helpful to have an informal conversation, please contact Lucyann Ashdown and we can set up meetings with the chair and/or CEO.

To make a formal application, please provide by email to [lucyann.ashdown@gmail.com](mailto:lucyann.ashdown@gmail.com)

- A CV or equivalent biographical information
- A short covering letter that explains your motivation for the role and confirms that you won't be subject to any conflict of interest.
- Names and contact details of two referees

Interviews will be held on Monday 2nd February 2020 in central London



