



## Weldmar Hospicecare

### Role Guidelines

**Role:** Specialist Adviser - Voluntary

**Responsible for:** Providing expert and specialist advice to the People Services and Education and Development Committee

#### **Context:**

Weldmar Hospicecare is an independent local charity that cares for people living with a life limiting illness, such as cancer, heart disease, or motor neurone disease. We also support the loved ones of our patients. Our individually tailored care - where we focus on the person, not just their symptoms and illness - takes place in patients' own homes, in community hospitals and care homes, and at our Inpatient Unit in Dorchester.

Weldmar supports more than two thousand people across the north, south, and west of Dorset each year. All our care is provided free of charge. We help people live as good a life as possible when their illness cannot be cured.

Our team of staff includes specialist nurses, doctors, physiotherapists and occupational therapists, counsellors, chefs, maintenance engineers, complementary therapists, retail professionals, and experts in fundraising, marketing, finance, human resources and more. We are supported by a number of dedicated volunteers in many aspects of our work.

As an independent charity, we rely on donations, fundraising events and our charity shops to fund our work.

The charity is a registered charity and a company limited by guarantee. Every Trustee is also a director of the company and has legal responsibilities and potential liabilities in that capacity. Whilst many of the responsibilities and duties are devolved to management, the ultimate responsibility remains with the Board of Trustees.

#### **Purpose:**

Weldmar's Specialist Advisers play a crucial role in supporting the organisation in delivering against its strategic plan to provide access to high quality end of life care and services when needed meeting the needs of patients and their loved ones.

#### **Scope and Limits of Authority:**

Advisers should use any specific skills, knowledge or experience they have to assist Weldmar in making informed decisions and improving services.

## **Responsibilities:**

- Attend People Services Education and Development committee approx. four times a year. Meetings are held flexibly, both by video conference and in person.
- Serve as a knowledgeable resource and advocate, delivering specialist advice in the area of Human Resources, Education and Development.
- Use specialist skills, knowledge or experience to assist Weldmar in making informed decisions and improving services.
- Collaborate with Weldmar to develop or update policies and procedures that align with best practices in your area of expertise.
- Respect and maintain confidentiality regarding charity sensitive information or data you may encounter in the course of your advisory role.
- Play an active part in Committee meetings and deliberations.
- Assist in resolving complex issues that may arise within your area of expertise.

## **PERSON SPECIFICATION**

### ***Qualifications and Knowledge***

- Possess specialised knowledge, skills and experience in the area of Human Resources, Education and Development.
- An understanding of palliative care desirable.
- An understanding of not-for profit sector desirable.

### ***Skills and Abilities***

- Willingness to voluntarily devote the necessary time and effort to Committee meetings.
- Good, independent judgement and integrity.
- Organised and self-motivated.
- Excellent communication skills, both verbal and written, to effectively convey information and advice to others.
- Strong organisational skills and attention to detail.
- Ability to work collaboratively.
- Commitment to upholding confidentiality and ethics.
- Ability to read and understand management reports.
- Ability to research and ask probing questions.
- Confidence in using IT.

### ***Other Requirements***

- Commitment to the values and ethos of Weldmar Hospicecare.
- Act as an advocate and ambassador for the Charity.
- Commitment to and understanding of equality and diversity and how this translates into good practice.