

Prior recruitment pack



A message from our current Prior



Thank you for your interest in this key role at St John Ambulance Cymru (SJAC), Wales' leading first aid charity, which it has been my honour and privilege to hold for the past five years.

We are now looking for someone with the energy, expertise, wisdom and commitment to lead the charity into its next exciting phase when my term comes to an end in June 2023, and who through their background and experience can bring yet further diversity of thought and approach to the charity. Like every charity, SJAC needs to be headed by an effective Chair and Board that provides strategic leadership, overseeing the delivery of the charity's objectives and the upholding of its values

The COVID-19 pandemic has created a very different and challenging environment for charities and, like so many others, SJAC has needed to manage and implement significant change to ensure our agility to respond to the post pandemic world. Going forward, the role of Chair will be instrumental in supporting and ensuring the successful delivery of the recently agreed *Strategy 2025* with its four main strategic priorities:

- Increasing our impact: seeing more lives saved across Wales and supporting both physical and mental health in our communities
- Developing a supportive learning culture, putting our people first, and embracing and increasing our diversity to better represent the communities we serve
- Increasing opportunity to raise funds and diversify income streams to achieve our ambition to see more lives saved
- Supporting the delivery of the St John Global Strategy, ensuring our commitment and responsibility to the achievement and delivery of the worldwide strategy is considered in all activity and decision-making.

In many ways SJAC is a unique and complex organisation which adds to the richness and rewards of this demanding role.

St John works in approximately 40 countries through independent Priories and Establishments which operate under the Order of St John, and recently embarked on the delivery of a Global Strategy to deliver first aid and community health care needs. SJAC is also deeply committed to supporting the exceptional work of the St John Eye Hospital in Jerusalem and outreach clinics on the West Bank.

The Prior for Wales is also the senior representative in Wales of the Most Venerable Order of the Hospital of St John of Jerusalem which is a working order of chivalry with his Majesty the King as Sovereign Head and HRH Duke of Gloucester as the Grand Prior. The Order is a Christian Order, founded on Christian principles, which cares for the sick and the poor of any faith or no faith.

My time chairing St John Ambulance Cymru has been demanding, invigorating, challenging and rewarding – and an absolute privilege to lead the dedicated team of volunteers and staff of a charity which has supported people and communities across Wales for over a century.

SJAC is committed to providing an inclusive, supportive and flexible environment, so we welcome applicants from all backgrounds. We hope you will be interested in this key role and very much look forward to hearing from you. Please look at page 8 for more information on how to apply.

Yours sincerely,

Sir Paul Williams, OBE, KStJ, DL

Prior for Wales/
Chair of the Board of Trustees

Our Vision, Mission and Values

Our vision is:

“First aid for everyone, anytime, anywhere”

Our mission is:

“To save lives and enhance the health and well-being in the communities of Wales”

Our values

We asked our volunteers and staff what’s important to them and looked at what we stand for and believe in, to agree a new set of values. Everything we do is underpinned by these values. They reflect the work and culture of St John Ambulance Cymru that we’re so proud of.



Trustworthy

We’re honest, reliable, relevant and transparent.



Compassionate

We listen, understand and respond to people’s needs; showing kindness, empathy and respect at all times.



Dedicated

We’re determined and passionate about our mission to support communities in Wales.



Professional

We take pride in what we do. We’re able, responsive, people-centred and committed to being the best we can be.



Inspiring

Through our actions we inspire others, so we lead by example and support people to reach their full potential



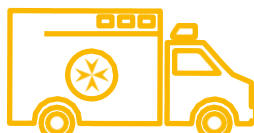
Inclusive

We value and welcome everyone equally, involving people of all ages and backgrounds in our work.



Collaborative

We’re individuals committed to working together towards a common goal, continually sharing ideas and building positive relationships.



Who are we?

St John Ambulance Cymru (SJAC) is an independent Priory within the Order of St John and is Wales' leading first aid charity. We've supported people and communities across Wales for over a hundred years. We existed before the NHS in Wales and provided the earliest medical support to those who were sick or injured.

Despite our long and prestigious history, SJAC today is a modern, dynamic and performance driven organisation. Entirely self-funded, we not only rely on gifts and donations, we operate commercially in the provision of training and ambulance services. We're supported in our charitable work by an approximate 1,800 highly committed, skilled volunteers, as well as having an approximate 1,500 children and young people (badgers & cadets), making us one of Wales's largest youth organisations providing a gateway to care professions.

We work closely with Welsh Ambulance Service NHS Trust (WAST) and NHS Wales, and since March 2020 have worked to increase our capacity, and develop new innovative ways of working to assist and relieve the overwhelming pressure on the frontline brought about by COVID-19. We've helped by continuing to provide care and support to people when they've needed it most. This includes caring for people at Wales' field hospitals, being there for people at vaccination centres and strengthening our Urgent Care Support within the ambulance service.

Now, in 2022, we continue performing a major role in strengthening community resilience and ensuring

first aid so they can be the difference between a life lost and a life saved. We fulfil key front-line roles to support vulnerable people, in addition to offering the opportunity for people from all backgrounds to develop their personal skills and confidence to support our charitable and income generating services whilst assisting their own career development.

We maintain our reputation as being the leading organisation to deliver first aid training to both commercial businesses and local-based communities including schools throughout Wales.

We also give support to the people of Wales through medical duties at events; community based volunteer divisions; Falls Response Service and Community First Responders (CFR)

Our focus is developing new, innovative services to help us achieve our mission of saving lives and enhancing the health and wellbeing of communities in Wales.

We're undergoing an extensive and exciting programme of modernisation, forward thinking, encompassing a review of our existing services, financial and workforce models and we're developing a rejuvenated culture aligned to our core vision and values to improve our overall people experience.

Our [Strategy 2025](#) outlines our strategic priorities within which we will always strive for positive patient experience in all of our patient care – the patient comes first, developing clear and standard patient pathways to support and enhance positive patient outcomes.





The Order of St John

St John Ambulance Cymru is part of something much bigger. We are an independent Priory of the Order of St John, which is a working Order of Chivalry of the British Crown and a modern organisation delivering first aid, healthcare and support services around the world.

It is a Christian order but which cares all faiths or no faiths, promoting physical, mental and spiritual health and resilience in more than 40 countries around the world, delivering its charitable activities through local St John Ambulance organisations, including our Priory in Wales, and the St John of Jerusalem Eye Hospital in Jerusalem.

The motto of the Order is "*Pro Fide and Pro Utilitate Hominum*" (For the Faith and in the Service of Humanity). This underpins the work of St John worldwide, including here in Wales.

Each year St John organisations train more than 2 million people in first aid and other healthcare activities. Worldwide, we treat over 1.2 million and reach more than 2.5 million beneficiaries with our services.

"At its core the organisation has a servant heart, concerned with the care and wellbeing of all in society and reflected in the selflessness and dedication of our volunteers and staff."

- Revd. David Morris
Priory Dean and Trustee



Who we need

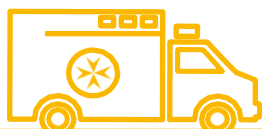
St John Ambulance Cymru have ambitious plans in place and are seeking an outstanding individual who will be a strong advocate for the charity and with the ability to steer the charity towards achieving its strategic priorities.

This presents an exciting and prestigious opportunity, where to be successful, you will need to:

- be able to demonstrate the highest level of ethical leadership, aligned to the charity's values, with a track record of operating at a senior level, ideally with experience of working within a charity Board.
- have credibility and respect with Government, the business and commercial community, major institutions and other national charities.
- Be able to show commitment to the charity's aims and objectives.
- possess strong strategic awareness and ability to identify emerging external factors that may impact on strategy, implementation of plans, or reputation with key stakeholders.
- be willing to devote the necessary time and effort, strategic vision, good judgement, willingness to speak your mind, ability to work as a team and a belief in Nolan's seven principles of public life.
- have vision and a sense of what is possible for service users and local populations around quality, reducing inequalities and inclusivity.
- act as a role model for the charity, displaying compassion and engages positively with a wide range of internal and external people/agencies
- have experience and evidence of successfully managing relationships at senior, Executive and Board levels with authority and credibility, and be able to inspire and lead a diverse team.

- communicate with credibility, trust and respect. Share issues, experiences and information. Adapt communication as appropriate. Challenge peers. Listen and check understanding.
- possess and display other key personal qualities including creativity, listening skills, team player, emotional intelligence and curiosity.

Having a Board that reflects the diversity of the local community is particularly important to us so we wish to encourage people with a range of backgrounds and experiences to apply.



Role description for the Prior

In accordance with our governance rules, the appointment of the Prior runs for a triennium, with potential reappointment for one further triennium.

Duties and Responsibilities

Statutory responsibilities:

- govern the Priory, together with Priory Chapter (Trustee Board).
- recommend, with the Priory Chapter (Trustee Board) any changes in the Rules/Regulations (Governing Document) of the Priory for Wales.
- be a member of Grand Council of The Order of St John (or to appoint the Chancellor to be the member thereof).
- ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- make recommendations with regard to Rules (Governing Document) of the Priory for Wales.
- contribute actively to the Board of Trustees' role in giving strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- ensure the financial stability of the organisation.

Principal Order Duties and Responsibilities:

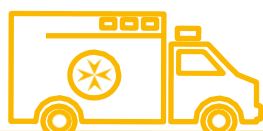
By virtue of their Priory appointment, the Prior will thereby become a member of the Grand Council, and so a Governor, of the Order of St. John, which has interests in about 40 countries.

- The principal duty as such is to attend the annual meeting of the Grand Council which can last between two and four days and is hosted by one of the eleven Pories each year.

Key Duties and Responsibilities:

The Prior will :-

- lead the Board along with senior volunteers, assisted by the CEO and to agree the strategic direction of SJAC, its annual operating plans and ensure that the organisation is structured and resourced to deliver its strategy.
- support the Board to monitor the implementation of strategy and objectives by the executive and to hold it to account for delivery.
- oversee the work of standing committees of the Board and ensure that appropriate reporting lines to the Board are in place, meeting quarterly with standing committee chairs collectively.
- ensure they are sufficiently knowledgeable about the affairs of the Priory to be able to act as an effective representative of the Priory.
- chair quarterly meetings of Priory Chapter (Trustee Board) and the Priory Honours & Awards Committee.



Key Duties and Responsibilities (continued)

- participate in the selection and nomination of recipients for national honours and awards, invest members into The Order of St John on behalf of Her Majesty, and to be the Priory's lead at ceremonial events.
- preside at the Priory Annual General Meeting, Investitures and Visitations.
- be present at Investitures and Receptions of Knights and Dames when possible.
- ensure the appointment and line management of the Chief Executive, maintaining oversight of the organisation's affairs and to provide support as appropriate; and review and appraise the performance of the Chief Executive.
- maintain close liaison with the Priory Officers and Chief Executive.
- keep the Grand Prior, the Lord Prior and the Commandant-in-Chief, St. John Ambulance Cymru, informed of significant events and developments affecting the Priory.
- represent the Priory on State and similar occasions.
- where time and circumstances permit, visit other Pories, Commanderies, National Councils and Counties in Wales and attend central and other fundraising events.

Commitment

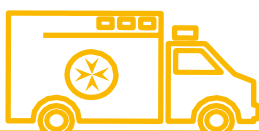
The time commitment (for both the Charity and Order aspects of the role, which will include some evenings and weekends plus being readily available for telephone conversations and to respond to e-mails), is difficult to quantify but is likely to be equivalent to a major part-time, but not a full-time role.

The Prior must be willing as a volunteer to take on a role which involves no salary but where reasonable expenses will be paid when travelling in a representative capacity.



"St John Ambulance Cymru provides opportunities to anyone who wants to make a positive difference to their community"

- Shereen Williams,
Trustee



Person specification

- A commitment to the organisation
- A willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- A commitment to Nolan's The Seven Principles of Public Life; selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- Other key personal qualities include creativity, listening skills, being a team player, emotional intelligence and curiosity



How to apply

To apply please submit your CV, together with a supporting statement outlining your interest in joining us, your specific area of interest and how you meet the required criteria to:

Prior.Recruit@sjacymru.org.uk.

Potential candidates with questions about this role are welcome to contact the Director of People & Organisational Development, Andy Jones (Andy.Jones@Stjohnwales.org.uk) to arrange an informal discussion

Closing Date for applications is 28th October 2022.

This role involves no salary but reasonable expenses will be paid when travelling in a representative capacity.

Code of Conduct for St John Ambulance Cymru Trustees

One of the recommendations in 2019 Governance Review was the development of a Trustees' Code of Conduct, to specify the standards and behaviours expected of individual Trustees when participating in the leadership of St John Ambulance Cymru.

This Code must be read in conjunction with St John Ambulance Cymru's Articles of Association, St John Ambulance Cymru's agreed values, the Charity Commission's Governance Code 2017 and their Essential Trustee (CC3).

The Essential Trustee states the three main legal duties of a trustee are to:

- Act in their charity's best interest
- Manage their charity's resources responsibly
- Act with reasonable care and skill

The Seven Nolan Principles of Public Life underpin this code for St John Ambulance Cymru as they apply to the conduct of individual trustees:

1. Selflessness
2. Integrity
3. Objectivity
4. Accountability
5. Openness
6. Honesty
7. Leadership

The code is therefore about the **behaviour** of individual trustees not the governance of St John Ambulance Cymru.

Purpose of the Code

The code aims to define the standards expected of trustees in order to ensure that:

- The working relationship between trustees, staff and volunteers is productive and supportive
- The highest standards of integrity and stewardship are maintained

- Trustees are accountable, transparent (open) in action and embrace probity (honesty)

Under the terms of the code, trustees undertake to:

Promote a positive Board culture

- Seek to promote a Board culture which is open to professional challenge, inclusive and respectful of diversity
- Trust, value and respect the roles of staff, volunteers and management arrangements in St John Ambulance Cymru and avoid any actions that might undermine such arrangements
- Respect and support the leadership roles of the chair, the senior management team, and any other trustees, staff and volunteers having responsibility for any aspect of St John Ambulance Cymru's work. Collaborate and communicate appropriately to further the charitable objectives of St John Ambulance Cymru
- Abide by any equal opportunities, diversity, health and safety, bullying and harassment policies and any other policies agreed by Chapter, treating everyone fairly and without prejudice
- Understand, accept and respect the difference in roles between the Board, the Chief Executive and senior staff, ensuring that the Board, the Chief Executive and his/her senior team work effectively and cohesively for the benefit of St John Ambulance Cymru
- Having given the Chief Executive delegated authority, be careful – individually and collectively – not to undermine it by word or action. Embrace the delivery function of staff and the governance function of the Board as separate but complementary

Accept collective responsibility

- Contribute fully and actively to the work of the Board. At a minimum, this means making every endeavour to prepare for and attend Board meetings, read papers and participate in induction, training and development activities for Trustees
- Accept collective responsibility for all areas of the Board's work, even for a Board decision with which they as an individual do not agree, or for which they were absent
- Engage fully and constructively in the collective decision-making of the Board, asking questions and expressing any reservations or disagreements openly and honestly. Offer alternatives for Board consideration where appropriate
- When speaking privately, ensure comments reflect current organisational policy even when they might be at variance with personal views

Respect confidentiality

- Understand that Board confidentiality should not restrict genuine whistleblowing. Ensure there are safe systems for the raising of legitimate concerns
- Respect confidentiality on any matter, even after ceasing to be a trustee. (Where a trustee is governed by a professional code of conduct, the Board must recognise the professional responsibilities of that individual)

Take advice

- Ensure that appropriate professional, legal, reputational, regulatory and financial advice is obtained where necessary and followed unless there are clear and justifiable reasons not to do so
- Apply any personal relevant expertise and experience to the decision - making process

Commit to learning and development

- Engage with any performance appraisal or skills audit exercises used to assess the skills and competencies of the Board and to identify areas for future development and training

Integrity

- Declare a conflict of interest or loyalty and, where appropriate, opt out of discussions or decisions where any personal, family, business

or professional interests or loyalties may conflict with those of St John Ambulance Cymru or have undue influence over their own views

- Adhere to St John Ambulance Cymru's Expenses Policy and avoid being placed under any financial or other obligation to individuals or organisations that might seek to influence their performance as a trustee
- Support an organisational duty of candour and be open and honest with service users when things go wrong

Breaches of the code

In cases where there is a concern that a trustee has breached this code, the matter will be reviewed by the Prior and Chancellor and another trustee. They will make a recommendation to the Board. If a concern has been raised about the Prior or the Chancellor, the review will be undertaken by three trustees.

The Board will decide whether to discuss the recommendation in closed session.

Any sanctions or support will be determined by the Board, up to and including requiring the trustee concerned to resign from the Board.

The trustee will accept the decision of the Board in such cases.

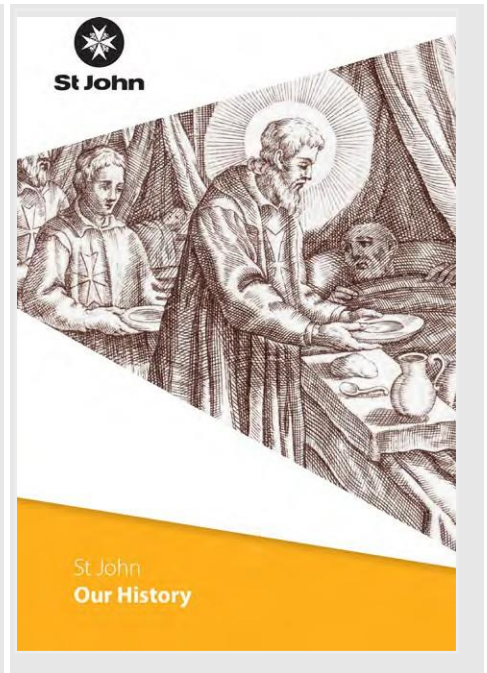
"It is about being part of a hugely respected Welsh charity which has been dedicated to saving lives and treating the sick and injured in our communities for over a hundred years "

**- Sir Paul Williams,
Prior for Wales,
Board Chair**



Information on the Order of St John

Please click the images below for more information.



Find out more about our work here

Please click the images below for more information.

