



Aspirational • Creative • Collaborative • Joyful • Compassionate

Role Description

Role title	HCQC Committee Member
Location	St Elizabeth's Centre, SG10 6EW
Responsible to	The Board of Trustees
Accountable to	Chair of Trustee Board

St Elizabeth's Centre

Based across 60 acres of beautiful countryside in Much Hadham, Hertfordshire, St Elizabeth's Centre is a charity supporting children, young people and adult day clients with epilepsy and other complex medical conditions, the severity of which impacts upon their health, social, behaviour, learning and emotional development.

Purpose

The primary purpose of the Health and Care Quality Committee (HCQC) is to support the St Elizabeth's Centre Trustee Board in fulfilling its oversight responsibilities by ensuring that the Charity has robust systems and processes in place and delivers high-quality health and care services to those it supports.

The HCQC currently comprises 11 members with a diverse range of professional expertise across the health and care sectors. Working alongside the Trustee Board and other committees, the HCQC helps to ensure that the Charity makes effective use of its resources in pursuit of its vision and purpose. The Committee also plays an important role in maintaining accountability to key stakeholders.

Main Responsibilities

- Regularly attend, prepare for and actively participate in HCQC meetings, contributing effectively to the work and business of the Committee.
- Read reports and committee papers in advance of meetings and maintain an up-to-date understanding of the operations and development of St Elizabeth's Supported Living, Children's Home, Health Agency and Day Opportunities services.
- Undertake visits to Supported Living, the Children's Home, Day Opportunities and the Health Agency from time to time to gain insight into service delivery and the experiences of those supported.
- Act as an ambassador for the organisation, promoting and enhancing its reputation and profile.
- Support effective governance and ensure that St Elizabeth's activities are conducted in accordance with relevant regulatory and statutory requirements.
- Develop and maintain positive working relationships with fellow committee and board members, the Chief Executive Officer and members of the Senior Leadership Team.
- Participate in training, development opportunities and workshops relevant to the role and the wider health and care sector.

Skills and Expertise We Are Seeking

We are specifically seeking one or more committee members with professional expertise in:

Commitment to St Elizabeth's Mission and Values

- A strong commitment to, and alignment with, the Catholic ethos, vision, purpose and values of St Elizabeth's, with an appreciation of the organisation's mission and its importance in delivering compassionate, person-centred care.
- A commitment to promoting the wellbeing, dignity and quality of life of people with learning disabilities, epilepsy and complex needs.
- A respected standing within the community with the ability to act as an ambassador for St Elizabeth's, promoting and enhancing the organisation's reputation.

Strategic Leadership and Governance

- The ability to think strategically and contribute to the long-term development and sustainability of the organisation.
- Sound judgement and the ability to make balanced decisions in the best interests of the Charity and those it supports.
- Senior leadership or management experience, with an understanding of organisational governance and strategic oversight.
- The ability to provide constructive challenge and support to the Executive and senior leaders.

Health and Social Care Expertise

- Significant knowledge and experience within the health and social care sector.
- Extensive experience of working within health and/or social care settings, ideally at a senior level.
- Clinical experience and a strong understanding of quality, safety and governance within health and care services.
- Experience of working with individuals with learning disabilities, epilepsy and/or complex needs.
- Experience of research, service development or innovation within health or social care.

Quality, Regulation and Compliance

- A strong understanding of relevant regulatory frameworks, including the Care Quality Commission (CQC) and/or the Office for Standards in Education, Children's Services and Skills (Ofsted).
- An understanding of quality assurance, safeguarding and continuous improvement within health and care services.

Communication and Relationship Management

- Excellent communication, presentation and interpersonal skills.
- The ability to build effective relationships and work collaboratively with trustees, committee members, senior leaders and key stakeholders.
- The confidence to contribute effectively to discussions and provide constructive challenge where appropriate.

The Commitment

You will be expected to attend approximately four meetings each year. Typically they last around 2-3 hours.

In addition to attending meetings, you will need to prepare by reviewing committee papers circulated in advance. From time to time, you may also be asked to visit our site to support monitoring activities.

We will provide a comprehensive induction and ongoing training to ensure you can carry out your responsibilities effectively. Training may take place remotely or face-to-face and usually equates to around one day per year.

Meetings are usually held at our Much Hadham site; however, we recognise that personal or professional commitments may occasionally require remote attendance.

Although this is an unpaid voluntary role, we reimburse reasonable travel expenses in line with policy.

Other

St Elizabeth's Centre is committed to safeguarding and promoting the welfare of children, vulnerable adults, and young people. The successful applicant(s) will be required to undertake an enhanced disclosure through the Disclosure and Barring Service. St Elizabeth's Centre is proud to be recognised as an Investor in People and to hold Disability Confident status. We are an equal opportunities employer, and we welcome applications from across the community.

Some of our positions involve regulated activity relevant to vulnerable children, adults, and young people. It is a criminal offence for people who are barred from working in regulated activity to apply for roles that require them to work unsupervised with that particular group. Our vacancies are exempt from the Rehabilitation of Offenders Act 1974.

The post holder will take responsibility for safeguarding and promoting the welfare of children, vulnerable adults, and young people within the scope of the role.



INVESTORS IN PEOPLE
We invest in people Standard

Personal Qualities

Committee Member	Essential	Desirable
Knowledge, Experience & Understanding		
Practising Catholic or committed to upholding the Catholic ethos of St Elizabeth's.	✓	
Strong understanding of organisational leadership, risk, compliance, and governance.	✓	
Experience operating at Board or senior executive level.	✓	
Understanding of statutory and regulatory requirements relevant to property, safety, and estates.	✓	
Not disqualified from acting as a Trustee.	✓	
Professional senior-level experience in estates, property, construction, capital development, or facilities management.	✓	
Experience contributing to strategy, organisational transformation, or long-term planning.		✓
Experience with Ofsted, CQC or regulated environments.		✓
Experience in education, social care, health, or charity sectors.		✓
Digital/IT leadership or oversight experience.		✓
Experience with sustainability, environmental planning, or asset modernisation.		✓

Skills & Abilities		
High ethical standards and commitment to good governance.	✓	
Ability to work collaboratively with Trustees and senior executives.	✓	
Sound judgement with the ability to provide constructive, objective challenge.	✓	
Ability to analyse complex information and make balanced decisions.	✓	
Strong understanding of organisational risk, operations, and long-term planning.	✓	
Excellent communication and interpersonal skills.	✓	
Special Circumstances		
Commitment to the work of St Elizabeth's Centre	✓	
Commitment to equality, promoting respect and dignity for all	✓	
Commitment to undertake further training and development relevant to the post	✓	
Suitability to work with children, young people & vulnerable adults	✓	

Reasonable adjustments will be considered under the Equality Act 2010.