

## Trustee Role Description

### About The Pituitary Foundation

The Pituitary Foundation is the UK's leading charity providing support and information for people living with pituitary conditions, their families, friends and carers. Pituitary conditions are rare and usually lifelong and include acromegaly, Cushing's, prolactinoma, AVP deficiency and hypopituitarism, as well as others.

Our values underpin the way we work and help us achieve our mission:

- We are welcoming
- We are caring
- We are empowering
- We are trustworthy
- We are collaborative

We are committed to being an inclusive organisation, promoting equality of opportunity and diversity so that all our services are accessible, appropriate and delivered fairly to all. Our ambition is to reach a wide and diverse community. We encourage applications for the role of trustee from people of all backgrounds and experiences, especially those who may be underrepresented in the charity sector.

It is a great time to join The Foundation. We are a small and effective charity with an office base in Bristol and staff, trustees, and volunteers living across the UK. We are delivering on our [2023-2027 strategy](#) and several projects which develop our services for our community.

Our trustees are an amazing group of individuals, bringing lived experience as well as a range of professional skills to the table. Throughout 2025-2026, we are saying 'thank you and farewell' to a number of long-standing trustees who are retiring from their role. This also gives us the opportunity to invite applications for the trustee role.

As well as our [Board of Trustees](#) we also have a Medical Committee which brings together a multi-disciplinary team of experts who support our information and support services and advise The Foundation accordingly. Our Lived Experience Committee brings together diverse experiences of living with a pituitary condition and helps ensure that the voice of our community is at the heart of our work.

### What's Involved

We hold a minimum of 4 online meetings a year, as well as in-person strategy and development days (once or twice a year and normally held in Bristol).

We have an annual AGM (online) and a couple of significant events (online and in person) across the country that we expect trustees to attend where possible.

We expect the role will require around 6 hours a month, in addition to attending meetings which include reviewing strategy, speaking with staff or other trustees.

The role is voluntary. Expenses will be paid, where agreed, in advance.

## About the Role

Trustees are ultimately responsible for the work of The Pituitary Foundation. You will:

- Uphold, and be committed to the vision, mission and values of the organisation;
- Contribute to the overall strategy development and the effectiveness of our delivery, for example by interrogating staff reports and analysing reported outcomes;
- Engage in trustee meetings, contributing to discussion openly, honestly and with respect;
- Ensure that the charity complies with all statutory, legal and financial requirements of a charitable organisation and its own governing documents;
- Ensure that the charity is fiscally responsible and manages risk well;
- Monitor CEO performance and, if required, support in appointing the CEO role;
- Challenge and champion the work undertaken by staff, providing support and expertise to help the potential of the charity be fully realised;
- Offer specific support sharing professional and technical expertise with staff members;
- Champion the work of The Pituitary Foundation, accessing networks, opening doors and generally helping us excel;
- Enthusiastically commit to the role, devoting the time and effort needed, and undertaking training where required;
- Depending on the specific skills you bring, you may be expected to contribute to areas of the charity's business (for example, finance committee).

## Person specification

### Essential Attributes

- a. Strategic Thinking: Ability to contribute to long-term planning and strategic oversight in a health-focused context.

- b. Commitment to Health Equity: Passion for improving health outcomes and reducing health inequalities.
- c. Integrity and Accountability: Demonstrates honesty, transparency, and a strong sense of responsibility.
- d. Understanding of Governance: Willingness to understand and uphold the legal and regulatory responsibilities of trusteeship.
- e. Collaborative Approach: Works effectively in a team, values diverse perspectives, and supports inclusive decision-making.
- f. Communication Skills: Able to communicate clearly and sensitively, especially on health-related issues.

### Desirable Skills and Experience

Lived Experience: Personal or professional experience of health challenges or using health services.

### Specific Skills and Experience

We have identified the following skills and experience that our Board needs, going forward. Please identify and describe which of these skills and experience you have.

- a. Technology and Digital: Knowledge of the digital landscape including AI, and opportunities for health sector
- b. Campaigns and Advocacy: Knowledge of effective influencing in the context of delivering change for communities
- c. Marketing and / or Communications: Strategic expertise
- d. Finance: Understanding of charity finance, risk management, and legal compliance.

### Eligibility and Availability

Must meet Charity Commission eligibility criteria.

Willing to commit time for board meetings, preparation, and occasional events or subcommittees.

### How to Apply

Please send a CV and cover letter, or film of no more than 4 minutes:

- Why you are interested in this opportunity
- How your skills and experience are relevant referencing the person specification
- The names and contact details of two referees. We will not contact your references without informing you

Please also complete this short, anonymous and confidential [equalities survey](#) which will help us evaluate our recruitment campaign. This is not connected to your application.

Applications should be emailed to our Finance and Operations Manager at [gabrielle@pituitary.org.uk](mailto:gabrielle@pituitary.org.uk) before noon on Wednesday 15 October.

Interviews are expected to be online and held during November.