

Trustee candidate information pack



Cancer Support UK provides practical and emotional support to people with cancer, during and after the treatment period. We support people with all kinds of cancer across the UK. Our services, including our Cancer Coach support groups, Cancer Kits and Workplace Cancer Support Training, are designed and delivered by people who have experienced cancer themselves to improve the experience of others.

Welcome

Dear candidate

Thank you for your interest in becoming a Trustee at Cancer Support UK.

Cancer Support UK (CSUK) is a national cancer charity offering practical and emotional support to adults and children, during and after their cancer treatment. We are a small but innovative organisation that seeks to address unmet needs in cancer services, focusing on where we can make the most impact with the resources that we have at our disposal.

The CSUK Board recently reviewed and refreshed its Strategic Plan and has confirmed its ambition, over the next three years, to significantly increase the reach of its current service offerings. Delivering our Strategic Plan will require substantial growth in the charity's income and donations, and improvements to its operational platform. This in turn creates a need to expand the CSUK team, but also to broaden the capabilities and increase the capacity of our current 4-person Board of Trustees.

CSUK's Board of Trustees carries out all the required statutory and governance roles of a charity Board, but also provides detailed input and hands on support to our CEO and his team. The Board strongly believes that adding new Trustees with relevant expertise and high levels of energy are critical to the charity's continued progression.

This is an exciting time for Cancer Support UK as we embark on the next phase of our journey. We are in a healthy financial position, with a unique set of services that we know are valued and effective.

I hope, having read this document, you will be inspired to apply. I look forward to hearing from you.



Bryan Marcus
Chair of the Board of Trustees
Cancer Support UK



Cancer Support UK: who we are



Cancer Support UK (CSUK) is a national charity providing practical and emotional support to people with cancer during and after treatment.

In 2016 CSUK undertook a comprehensive review of the charity's activities and the external environment in which it operated. It was clear, and still is, that cancer research and cancer prevention was being carried out effectively by pharma companies, other charities, and public bodies, and so CSUK should not duplicate these activities.

What did emerge from the review was that despite health providers, charities and agencies providing prevention, diagnostics, treatment, and support for people throughout their cancer journey, 78% of cancer patients in the UK reported having unmet emotional needs. We believe this figure is still relevant and remains unacceptable.

The National Cancer Strategy states, "Patients across the country report that poor communication is the aspect of care most in need of improvement... and in the level of compassion and empathy they receive". (Achieving World Class Cancer Outcomes: A Strategy for England 2015-2020).

Rather than being seen as an ancillary activity, we believe emotional or psychological support for people with cancer is essential to their recovery, and there is a growing body of scientific research to support this. Psychosocial factors play a significant role in the progression of cancer and can dramatically affect a person's quality of life.

This is why CSUK continues to focus our services on emotional and practical support, to make the biggest impact we can, for people living with cancer, with the limited resources that we have at our disposal.

CSUK offers the following services to anyone living in the UK, with any kind of cancer:

- Free Cancer Kits that contain practical items that people will find genuinely useful whilst they are undergoing cancer treatment. Cancer Kits and Chemo Kits, for adults and Kids' Kits for children are designed by people who have had cancer themselves,
- Cancer Coach – a free 6-week peer support group designed to help those going through a difficult time, post-treatment. The courses, led by CSUK's trained facilitators, takes participants through a series of strategies, techniques and exercises that aim to furnish them with the tools, support and coping strategies that can help them on their recovery journey.
- Workplace Training – a range of learning options to ensure everyone in the UK affected by cancer feels emotionally supported in the workplace. We provide these services to a variety of organisations including NHS Trusts, local authorities, charities, and major corporations such as Mondelez and Unilever.



Job Role and Responsibilities: Trustee of Cancer Support UK



Trustees formal responsibilities

- Trustees must ensure that the charity is run in accordance with its governing document, and in compliance with charity law and all other laws and regulations.
- Trustees are responsible for all strategic and operational aspects of the charity and are ultimately responsible for everything that the charity does.
- Trustees must exercise care and skill in the execution of their duties, as is reasonable in the circumstances.
- Trustees have a responsibility to safeguard the assets of the charity at all times.
- Trustees have collective responsibility for all actions and decisions.
- Trustees must always act in the best interests of the charity, avoid any conflicts of interest and exercise objectivity and independence when making decisions.

Trustee Functions

- Contribute to the promotion of CSUK's activities and achievement of its objectives by applying your skills, expertise, knowledge, and contacts.
- Take on specific tasks and activities that support the Charity's continuing operational and financial development.
- Review and approve CSUK's Annual Report and Financial Statements.
- Oversee the development of CSUK's financial plans and budgets and monitor and evaluate progress.
- Oversee the effective and efficient administration of the organisation.
- Ensure key risks are identified, and, where possible, mitigated, and controlled.
- Provide support and constructive challenge to CSUK's CEO in the exercise of their delegated authority.
- Keep abreast of changes in CSUK's operating environment.

Person Specification: Trustee of Cancer Support UK

We are looking for an individual willing to bring energy, enthusiasm, and commitment to the Trustee role, and broaden the diversity of thinking and experience within the Cancer Support UK Board of Trustees.

Specifically, we are looking for an individual with a strong background in cancer or oncology related activities in the public, private or charitable sectors. You would need to have operated at a level where you could help facilitate introductions to senior managers and key decision makers in the health sector, and 'open doors' to allow CSUK to further build the awareness and adoption of its Cancer Kit, Cancer Coach and Workplace Training services.

Experience of fundraising or ability to provide access and connections to possible financial support to help CSUK grow would also be highly valued.



Person Specification: Trustee of Cancer Support UK (continued)

You do not need previous charity governance experience; however we would expect candidates to have experience of working effectively in a management group that has driven positive change and operational success, in a commercial, public, or charitable enterprise.

Once appointed, you will undergo a comprehensive onboarding program that will explain the statutory obligations of Trustees. Additionally, an action plan will be developed on how best to utilise your competencies, knowledge and experience to the benefit of the Charity. The successful candidate will be required to complete Charity Commission and HMRC declarations, and sign and follow the CSUK Code of Conduct.



Personal skills and qualities

- A commitment to the organisation and a willingness to devote the necessary time and effort to be an effective Trustee.
- An ability to think creatively and strategically, exercising independent judgement while working effectively as a member of the CSUK Board.
- An active participant in all formal and informal discussions.
- Able to exhibit an enthusiasm and empathy for CSUK's vision, goals, and its values.
- A commitment to Nolan's Seven Principles of Public Life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

Terms of Office

- Trustees are appointed for an initial three-year term of office, with the possibility of two further terms, up to maximum of nine years.
- This is a voluntary position.

Time commitment

- Preparing for and attending CSUK's 6 Board and 1 Strategy meeting every year. Meetings last around 2 hours and are a mix of digital and physical meetings. Trustees are expected to attend in person at least 50% of all meetings. CSUK Offices are located at Millbank Tower, 21-24 Millbank, London SW1p 4QP.
- Additional time commitment will result from specific tasks or requests to support the charity's activities.

Equality, Diversity, and Inclusion

The CSUK Board believes equality, diversity and inclusion are crucial to effective governance. In the words of the Charity Governance Code:

Board diversity, in the widest sense, is important because it creates more balanced decision making. Where appropriate, this includes the communities and people the charity serves, increasing the charity's legitimacy and impact. Equality and diversity are only effective and sustainable if the board works to be inclusive.

CSUK therefore welcomes Trustee applications from any ethnic, race, religious or gender group, candidates of any age or physical abilities.



How to apply



To apply, please submit your CV and a covering letter (no more than two pages), explaining your motivation for applying for the role, how you meet the criteria in the Person Specification, sending it to hello@cancersupportuk.org

Selection and appointment timelines

Closing date for applications is Friday 29 March 29. Preliminary interviews will take place during early April, and it is expected that final interviews and selection will take place before the end of April.

The latest survey scores and comments speak volumes about the impact our Cancer Kits have on the lives of people who are undergoing cancer treatment.

- 92% score for providing support and reducing loneliness
- 88% score for improved wellbeing
- 70% score for reducing the financial burden

“Cancer Coach was brilliant, all online and all confidential. I have recommended the course to other friends finishing treatment. The weekly session was so helpful, talking to strangers who became new friends, who knew exactly what I was going through. We cried, laughed and came out the other side with good coping skills and tools.”

Vicky – Cancer Coach participant

