



# Trustees' Recruitment Pack



# CancerCare

## 1. About CancerCare

CancerCare has been providing free professional therapy to people dealing with the effects of cancer and bereavement for nearly 40 years.

The charity has centres in Lancaster, Morecambe, Kendal and Barrow and offers a wide variety of services including one-to-one counselling and complementary therapies such as aromatherapy and creative and physical activity groups.

The service is open to family, friends and carers of people with a diagnosis or who are bereaved and if someone feels they need support they can refer themselves without first consulting a doctor.

CancerCare has a dedicated service for children and young people which includes access to specialist counsellors who have undertaken additional training to be able to work with children. For older children aged 12 to 17 the Re-Fresh Young People's Peer Support Group, a weekly support group in Lancaster, Kendal and Barrow, provides a full programme of activities and is for youngsters to meet, make friends and have fun with others in similar situations.

CancerCare generates more than 90% of its income through its own fundraising activity.

## 2. Trustee Recruitment

We are looking for individuals from a diverse range of backgrounds to join CancerCare as Trustees to help make a difference to those people whose lives have been impacted by cancer or bereavement.

Becoming a Trustee means you have one of the most important and inspiring roles within the charity. With the Chief Executive, you help set the direction and priorities of CancerCare and are ultimately responsible for ensuring it achieves its aims.

### **2.1 We are particularly interested in hearing from people with the following specialist areas of expertise:**

- Treasurer
- Marketing and communications
- Palliative Care Nurse and/or Clinical Nurse Specialist

### **2.2 Time commitment for Trustees:**

- The Board meets 6 times per year for Trustee meetings, usually at our premises in Lancaster.
- In addition, there is one away-day per year for the Board and Executive Leadership Team.

**Lancaster** 01524 381820  
Slynedales, Slyne Road, LA2 6ST

**Kendal** 01539 735800  
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**Barrow** 01229 836926  
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**Morecambe** 01524 381820  
34 Northumberland Street, LA4 4AY

Registered Charity No. 1120048 Company No. 6241210 Patron: Lady Shuttleworth Life President: Professor Malcolm Murray  
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- Sub-committee meetings are held on varying calendars and meet on average every quarter depending upon which sub-committee you are involved with.
- There may be other ad-hoc meetings as required.
- Attendance at Fundraising events and evening award meetings is welcomed.

## 2.3 Selection Criteria

All candidates for Trusteeship should:

Show commitment to CancerCare's values and be able to uphold them personally

Share the energy and drive of the organisation and be committed to their role as Trustee

Be able to think strategically

Identify big issues including those around CancerCare's long term sustainability and reputation

Work well with the Board, communicating clearly and constructively and **be** capable of challenging the CEO and Trustee Board, when required.

Effectively act as the 'moral compass' of the organisation

Be able to attend regular meetings and play an active role in a sub-committee and/or work with the CancerCare executive team on projects where your individual skills and experience may be of particular value to CancerCare.

## 2.4 Restrictions

All trustees must have a full Disclosure and Barring services (DBS) check as part of the recruitment process. Some individuals will be disqualified in accordance with the law or with CancerCare's policy; this includes anyone who:

- Has been convicted of an offence involving deception or dishonesty, unless the conviction is spent;
- Is an undischarged bankrupt;
- Has been previously been removed from trusteeship of a charity by the Court or the Charity Commission for misconduct or mismanagement;
- Is the subject of a disqualification order under the company Director's Disqualification Act 1986
- Directors or executives of companies whose activities are likely to give rise to systemic or fundamental conflicts of interests with the charity and the duties of a Trustee of CancerCare.

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Before a new Trustee is appointed, the existing Trustees will make the necessary checks to ensure that the person they wish to appoint is eligible to act as a Trustee, including obliging prospective Trustees to sign a declaration confirming that they are not disqualified from acting as a Trustee.

## 3.0 VACANCIES

### 3.1 Trustee & Treasurer

Our current Treasurer will soon have served their maximum of three 3-year terms on our Board and will leave the Board in April 2022. We need to find a motivated and financially skilled individual who can help us to continue to build on our success and help us to navigate through the next stages of our development.

The Treasurer is also a full Trustee. In recruiting Trustees, we look for people who demonstrate a deep commitment to those people impacted by cancer or bereavement and who are excited about helping us to deliver on our next 5 year plan. Below is an outline of the role and responsibility of the Treasurer role.

Trustees are the ultimate governance body for the organisation, serving as stewards of the organisation's resources and are ultimately responsible for CancerCare's strategy, operations, adherence to law and regulation, and financial management. The Trustees serve on a voluntary basis.

#### Role Description and Selection Criteria

**Position:** Trustee and Treasurer

**Responsible to:** Chair of Board of Trustees

**Works closely with:** Chair, Vice Chair, CEO, Head of Finance and Board of Trustees

#### Trustees Responsibilities

Trustees work closely with CancerCare's Chief Executive and Executive Leadership Team to achieve our goals, and are responsible for key areas including:

#### Financial

Monitor, record and report the financial standing of the charity to the Board, supported by the Head of Finance and CEO regarding cash flow, income streams, expenditure, forecasting and the strategic management of the organisation's assets and financial resources. Ensure that the charity's finances are responsibly managed and invested, enabling the organisation to develop and sustain its services for the benefit of all clients.

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## Strategy and Governance

Oversee the charity's risk register and management process and report to the Trustee Board on all matters surrounding financial health at prescribed intervals.

Act as a counter signatory on cheques and applications to funders (where required) and ensure that annual accounts are submitted to all relevant regulators in a timely fashion.

Liaise with external auditors on financial issues and in accordance with the accounting calendar.

Jointly with other Trustees be responsible for the charity, CancerCare.

Act as mentor and advisor to the executive finance team and in particular the Head of Finance.

## Main Responsibilities:

### a) Financial

#### Budgeting & Strategic Financial Planning

- Ensure all strategic plans are financially appraised and budgets are aligned to both short and long-term objectives.
- Engage with the budget/planning process as required and provide constructive challenge as needed, both to the executive team and the Trustee Board.
- Strive to ensure transparency of the financial position through open and inclusive reporting at all times.
- Be prepared to challenge operational and strategic plans, suggesting alternative scenarios as part of the risk management process.
- Structure and invest the charity's activities in a tax-efficient way.

#### Management Reporting

- Ensure a high standard of management accounting is maintained to safeguard the organisation's assets.
- Liaise with the Head of Finance, CEO and Trustees to prepare and produce management accounts regularly.

#### Statutory Financial Reporting

- Liaise with external auditors on specific issues in the auditing process as necessary.
- Guide and advise fellow Trustees to formally approve the annual report and audited accounts.
- Explain technicalities of the accounts in plain language so that it is fully understood by the Trustees.

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## **Reserves Policy**

- Lead the review of the organisations reserves policy as per the established calendar and recommend any changes or updates as needed.
- Keep the Trustee Board updated with regard to the free reserves position regularly and advise on any amends/actions to cope with changing circumstances.

### **b) Governance**

- Lead the Board's duty in ensuring proper accounting records are kept, financial resources are controlled, invested and spent in line with non-executive governance, legal and regulatory requirements.
- Chair finance committee meetings in line with established terms of reference and report findings to the Trustee Board.
- Advise on the financial implications of the charity's plans.
- Lead in the development and implementation of financial reserves, cost management and investment policy.

### **c) Advocacy and Fundraising**

- Use personal and professional networks to help the executive team with access to potential donors, corporates and supporters, trusts and foundations and individuals
- Advise and assist in raising and maintaining CancerCare's profile across its geographical reach

### **Specific Competencies for the Treasurer role**

We are keen to attract a diverse range of potential treasurers however, the nature of the Treasurer role, will need some specific skills and experience:

- A professional accounting qualification with demonstrable commercial awareness and strategic experience
- Knowledge of the Charities Statement of Recommended Practice in financial reporting and its application
- Understanding of the regulatory environment within which UK charities operate
- Understanding of risk management frameworks
- Good communicator, able to clearly articulate financial information to members of the Trustee Board and other stakeholders

## 3.2 Marketing & Communications

### Role Description and Selection Criteria

Position:	Marketing & Communications Trustee
Responsible to:	Chair of Board of Trustees
Works closely with:	Chair, Vice Chair, CEO, Director of Fundraising & Marketing and Board of Trustees

We are seeking a Trustee with responsibility for marketing and communications to join our board of friendly and committed trustees. This is a truly exciting time to engage in future proofing a charity dedicated to supporting those whose lives are impacted by cancer or bereavement.

The Marketing & Communications Trustee will act as a source of expertise and support, which will be crucial in developing and implementing our strategic marketing plan to advance CancerCare's brand identity, increase income, broaden awareness of who we are and what we do, and to increase visibility to a wider audience.

### Marketing & Communications Trustee Responsibilities

- Assess current marketing and communications practices within the charity and make recommendations to the Board and staff that will aid in the growth and development of the charity
- Support the ongoing development and implementation of the Marketing Strategy
- Be a sounding board and source of support for our Director of Fundraising and Marketing
- Support and encourage the Director of Fundraising and Marketing to broaden awareness of the charity's mission and increase its visibility across a wider audience
- Enable the Board and staff to recognise and capitalise on internal and external communication opportunities
- Provide the Board with marketing and communications advice and guidance, drawing on your skills and experience to enable the Board to make sound decisions

### Specific Competencies for the Marketing & Communications Role

- Substantial experience of working in a senior role within a charity sector's marketing and communications environment
- Experience of delivering integrated appeals and campaigns through a range of marketing channels
- Experience of acting as a brand champion at senior strategic level and engaging with key internal and external stakeholders to optimise and drive brand opportunities

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- A track record of success in managing a strategy to increase profile and awareness
- Strategic vision
- Excellent networking, influencing and communication skills
- Good, independent judgement

### **3.3 Clinical Nurse Specialist or Palliative Care Nurse Trustee**

We are seeking either a Clinical Nurse Specialist or Palliative Care Nurse to bring the expertise of an additional healthcare professional with experience in cancer. This role will offer guidance and advice to the other members of the Board, providing a practical perspective on how our services can support people affected by cancer across the Morecambe Bay footprint.

## **4.0 HOW TO APPLY**

### **4.1 Submitting an application: CV and Supporting Statement**

Please consider to what extent you have the experience, skills and knowledge for the post, and especially the requirements outlined in Section 2 of this application pack. Application is by way of CV and supporting statement. We also kindly ask all candidates to complete the online diversity monitoring form.

#### **CV**

The CV should be a maximum of 3 pages of A4 and should include previous employment, professional memberships, research, and studies etc relevant to the role. Please include all qualifications and training, including those gained and/or attended through involvement with voluntary work, leisure or other interests.

Applicants should provide details of their membership of, and contributions to, the work of other charities as well as a statement of any potential conflicts of interest.

Please also suggest three referees familiar with you personally and/or professionally.

#### **Supporting Statement: Experience, Skills and Knowledge**

The supporting statement should be a maximum of 3 A4 pages and is the most important part of the application. You should use this section to tell us how you believe you meet each of the selection criteria.

This is your opportunity to describe how your skills and experience meet the requirements of the role. You should also use examples from your own work experience to support your claims.

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Please include a mobile number if possible. We will use this number with discretion, but it helps us to get in touch with you quickly. Please also include an email address as a further option.

Email the completed CV and supporting statement to [yvonne.brace@cancercare.org.uk](mailto:yvonne.brace@cancercare.org.uk). Completed applications must reach us before the application deadline.

## 5.0. Recruitment & Selection Process

Application deadline: 17<sup>th</sup> December

Interview dates: Mid-January 2022

Start date: February 2022

### 5.1 SHORT LISTING

Short listing will be conducted by the Chair and one other Trustee, in consultation with the CEO. After the closing date, all application forms will be assessed on how each applicant's skills and experience relate to the role. Applicants who meet the requirement most closely will be invited for an interview. The supporting statement provided by the applicant describing how they meet the selection criteria of the post holds central importance in this process.

Due to limited resources, only short-listed applicants are contacted; if you do not receive communication within six weeks from the application deadline date you may assume your application has been unsuccessful.

### 5.2 INTERVIEW

Interviews will be undertaken by the Chair and one other Trustee, in consultation with the CEO. We may ask you to prepare a presentation in advance. There will be an opportunity for short-listed applicants to talk informally with the Chair and other Trustees before the interview day.

The interview stage should be seen not only as a screening exercise but as an opportunity for the candidate to find out more about the Trustee's role at CancerCare and to ask questions to see whether they would find working as a Trustee sufficiently rewarding to be able to maintain the commitment.

### 5.3 REFERENCES

All appointments are made subject to receipt of satisfactory references.

### 5.4 SELECTION

The Trustee interviewing panel will take their recommendation to the following Board meeting for formal endorsement. Appointments are subject to safeguarding and DBS check.

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