Trustee Recruitment Pack

What it means to be one of us









Reg Charity No. 1054015

Give hope. Help cope.
tenovuscancercare.org.uk

tenovus cancer care
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Dear applicant,

Thank you for your interest in becoming a Trustee of Tenovus Cancer Care.

Every year, around 20,000 people are diagnosed with cancer in Wales.

Cancer poses a huge and growing challenge, made worse by the major disruption caused by the Covid-19 pandemic.

Despite the difficult circumstances during the last couple of years, Tenovus Cancer Care is proud to have given help, hope and a voice to those affected by cancer.

We are a charity that understands what it is to live with cancer and how it affects families and friends too. We bring information, advice, practical and emotional support so people can take back some control of their lives and live as well as possible with cancer.

Like many charities, we have faced operational challenges and a change in demand for our services, but we have emerged from the pandemic resilient and determined.

Our aim is to champion the needs of people affected by cancer to drive the changes that make a real difference, not just now, but for future generations. It is more important than ever that we have the strong strategic leadership to keep our mission on course.

We are looking for talented people to join our dynamic and experienced Board of Trustees to help guide the charity during this crucial time in our history.

We are looking to broaden the diversity of representation on our Board, and welcome applications from people from underrepresented backgrounds to better reflect the communities we serve.

In this pack, you will find information on our strategic aims and recent achievements, along with the skills and experience we are looking for. If the challenge and opportunity interests you, and you can offer the dedication and commitment needed, we really hope you consider joining us.

To apply, please send a tailored CV and cover letter, outlining your motivation for applying and the skills and experience you can bring to the Board, to our Executive Assistant Michaela.Yates@tenovuscancercare.org.uk.

The deadline for applications is Monday 12th September 2022. Shortlisted candidates will be invited to an interview, date to be confirmed.

We look forward to receiving your application and thank you for your interest in helping make a difference for people with cancer.

Professor Malcolm Mason OBE
Chair of Trustees, Tenovus Cancer Care

Role Description

Role Title: **Trustee**

Department: **CEO's Office**

Reporting to: **The Board of Trustees**

Location: **Main base will be Tenovus Cancer Care Head Office, 1st Floor, Jones Court, Cardiff**

Background to Tenovus Cancer Care and its work

At Tenovus Cancer Care we understand what it is to live with cancer and how it affects families and friends too. We bring information, advice, practical and emotional support so people can take back some control of their lives and live as well as possible with cancer.

Vision and Mission

Vision: We want a future that gives anyone affected by cancer, in Wales and beyond, the best access to the treatment and support they need. A future that reduces the impact of cancer, gives people hope and help them to live their best lives.

Mission: To give hope, help and a voice to anyone affected by cancer, in and around the community. We empower people through our support and services. We champion their needs by campaigning for better treatments, outcomes and health across the nation. And we bring hope through influencing and working for advances in cancer research.

Strategic Aims

We agreed a set of four strategic aims in March 2021 for the organisation for the next three years. These aims have a set of objectives that help us to ensure all our activity and work plans make them a reality.

Aim 1: To provide cancer support, information and services that empower and encourage people, helping them to have an improved quality of life.

Aim 2: To work alongside people affected by cancer to champion their needs, raise awareness of the issues faced and campaign to bring about change, at a national and community level.

Aim 3: To gain insight into the issues affecting people with cancer and to help make sure cancer research positively affects cancer outcomes and experiences.

Aim 4: To be an effective, resourceful, proactive charity where every staff member and volunteer is dedicated to the work we do in supporting people affected by cancer.

Tenovus Trustee Board

Tenovus has a Board of Trustees which is legally responsible for Tenovus Cancer Care. The current board members are as follows:

- Prof. Malcolm Mason (Chairman)
- Michael Borrill
- Prof. Peter Barrett-Lee
- Louise Fleet
- Tim Finch
- Huw George
- Hugh O'Sullivan
- Prof. Geraint Williams
- Dr. Chris Thomson

The Board of Trustees normally meets five times per year. In addition, there are three committee meetings.

Overall Purpose of the Trustee Board:

Trustees take ultimate responsibility for the work that Tenovus Cancer Care does, and the way in which it spends money given by donors, to achieve its aims. Trustees focus on the strategic direction of the organisation, agreeing plans and budgets, and holding the Chief Executive to account for the delivery of the plans.

It has a legal dimension too, with Trustees legally responsible for ensuring that the organisation operates to standards set by the Government and the Charity Commission.

Specifically, the Board of Trustees is responsible for:

- the overall governance and strategic direction of the charity
- its financial health
- the probity of its activities
- ensuring the organisation's aims, objectives and goals are in accordance with its governing document, and legal and regulatory guidelines.

Role of Trustee Board member:

Key responsibilities

To ensure that Tenovus Cancer Care complies with its Mems and Arts, charity law, company law and any other relevant legislation and regulation.

- To ensure that Tenovus Cancer Care applies its resources exclusively in pursuance of its mems and arts
- To contribute actively to the Board giving firm strategic direction, agreeing aims with the Leadership Team and together evaluating performance.
- To safeguard the good name of Tenovus Cancer Care.
- To ensure the financial stability of Tenovus Cancer Care.
- To use your knowledge, experience and any specific skills to help Tenovus Cancer Care reach sound decisions. This may involve scrutinising Board papers and leading discussions. Focusing on key issues and providing advice and guidance on new initiatives.
- To attend at least 75% of meetings per annum.

- To assist with fundraising by attending events, harnessing personal networks and by actively promoting and supporting Tenovus Cancer Care.

Training:

Tenovus Cancer Care will provide you with an opportunity to learn about all aspects of our services and activities. You may also be invited to take part in some of our internal training courses that will enable you to increase your skills.

Person Specification

	Essential	Desirable
Description		
A commitment to Tenovus Cancer Care	●	
A willingness to devote time and effort to contributing to the strategic vision	●	
An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship	●	
Excellent independent judgment	●	
An ability to think creatively	●	
A willingness to actively contribute in a constructive and supportive manner	●	
An ability to work as part of a team	●	
Able to demonstrate selflessness, integrity, objectivity, accountability, openness and honesty	●	
The ability to speak Welsh and to support Tenovus Cancer Care in its Welsh language policy		●

What we're looking for:

We are particularly interested in hearing from people with the following skills and experience:

- Health practitioner, preferably in the cancer field
- Marketing and social media
- Digital transformation
- Audit and risk experience
- Lived experience of cancer

We are looking to broaden the diversity of representation on our Board, and welcome applications from people from underrepresented backgrounds, even if you don't fully meet the criteria, to better reflect the communities we serve.

Our Strategy

Vision

We want a future that gives anyone affected by cancer, in Wales and beyond, the best access to the treatment and support they need. A future that reduces the impact of cancer, gives people hope and help them to live their best lives.

Mission

To give hope, help and a voice to anyone affected by cancer, in and around the community. We empower people through our support and services. We champion their needs by campaigning for better treatments, outcomes and health across the nation. And we bring hope through influencing and working for advances in cancer research.

Strategic Aims

Aim 1: To provide cancer support, information and services that empower and encourage people, helping them to have an improved quality of life.

What we will be doing:

- We will ensure more people affected by cancer have access to and directly benefit from a wider range of effective support services in Wales, no matter who they are or where they are.
- We will increase the number of beneficiaries accessing our services both locally and nationally in Wales, particularly those who have not engaged with us previously.
- We will strengthen our data collection and analysis so that evidence of need and impact lie at the heart of all that we do.
- We will develop our suite of support services into a more integrated model, led by the needs of people affected by cancer in Wales.
- We will offer an increased range of local engagement options making it easier for those living with cancer to engage with us on their doorstep.
- We will continue to seek out partnerships and collaborations with all sectors in order to increase the impact of our work.
- We will increase the number of volunteers to help us provide more services, both locally and nationally in Wales.

Aim 2: To work alongside people affected by cancer to champion their needs, raise awareness of the issues faced and campaign to bring about change, at a national and community level.

What we will be doing:

- We will, through our policy and influencing work, ensure the voice of all those affected by cancer in Wales is heard.
- We will put policy at the core of everything we do, using it as the driver for service development and delivery.
- We will use the data, insight and intelligence we gather to prioritise our policy work, at both a national and community level.
- We will mobilise people affected by cancer to become agents for change.

Aim 3: **To gain insight into the issues affecting people with cancer and to help make sure cancer research positively affects cancer outcomes and experiences.**

What we will be doing:

- We will invest more in gathering evidence of the needs of people affected by cancer in Wales, in order to target our resources where we can have the greatest impact.
- We will work with and through our supporters and people affected by cancer in Wales, to review the performance of local health boards, better understand variations in local service provision, and establish a robust patient-focused evidence base.
- We will carry out an evidence-based review and refresh of our local presence and how we work locally.
- We will continue to support our research community, while helping to make sure government properly invests in the best cancer research.
- We will get better at demonstrating our impact and effectiveness.

Aim 4: **To be an effective, resourceful, proactive charity where every staff member and volunteer is dedicated to the work we do in supporting people affected by cancer.**

What we will be doing:

- We will ensure our culture and values are a lived experience, and lead by compassion within an environment of trust, integrity and open communication, where the views of people matter and make a difference.
- We will ensure the health, safety and wellbeing of our staff and volunteers is an organisational priority.
- We will identify, attract, and recruit the right people with the right skills and attitude which reflects the communities we serve.
- We will make Tenovus Cancer Care a meaningful and attractive place to volunteer by providing an enriching volunteer experience.
- We will grow the number of people who volunteer with us.
- We will offer more volunteering options and develop volunteering roles, allowing us to engage with new volunteer audiences and attract volunteers from a variety of backgrounds, making it easier for people to engage with us on their doorstep.

Find out more about the work we do……

We are here for anyone affected by cancer. Together with our inspiring community of supporters, volunteers, and fundraisers, we're determined to be here for everyone affected today, tomorrow and beyond.

We are proud to give help, hope and a voice to people affected by cancer. It is vital their experiences are better understood to drive the changes that make a real difference.

You can learn more by watching our Charity video.

Hear from Louise Fleet, one of our Trustees.