

# Trustee / Director - Job Pack

(Voluntary role)



**WESSEX**  
CANCER TRUST



# About us



At Wessex Cancer Trust we believe that there should be help and support available to everyone living with cancer, when and where they need it.

Every year around 23,000 people are diagnosed with cancer within the Wessex region. A diagnosis can be a shock and have a huge impact on an entire family and Wessex Cancer Trust services are available to people with cancer, and those impacted by the diagnosis and treatment of a loved one. We help and support anyone affected by cancer regardless of age, gender or type of cancer. Our dedicated team is committed to offering free support for as long as people need it, away from a hospital environment.

We have four drop-in cancer Support Centres Clients where clients are welcomed by volunteer befrienders who are equipped to provide information, support and a listening ear. Our Wellbeing Co-ordinator will meet all new clients to agree a personal treatment plan to help deal with the emotional impact of cancer, improve well-being, help with pain management and increase self-confidence. This could include appointments with one of our team of specialist counsellors and therapists. We also provide health and well-being information, exercise programmes and courses to help clients live well with, and beyond, cancer.

During Covid we have continued to support people who need us, moving to online and remote service provision and expanding our services to include an online support forum and we are now moving towards a blended provision of services.

The charity relies on income from donations, legacies and our 5 charity shops to fund our work.

Each year Wessex Cancer Trust reaches over 8,000 people in the local community.

## Our Vision and Mission

### Our Vision

Wessex Cancer Trust's ambition is a future where everyone affected by cancer receives person centred care that empowers them to live well with and beyond cancer.

### Our Mission

Through supportive care and information, we seek to improve the emotional and physical well-being of people affected by cancer, within their locality.

# A letter from our CEO and our Chair of Trustees



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Dear Applicant

**Thank you for your interest in Wessex Cancer Trust.**

It's an exciting time to join our charity. This past year we have seen plenty of change: our services have had to dramatically adapt to ensure we can still support people with cancer and their loved ones despite the challenges faced by Covid. The pandemic has also presented very real funding pressures and it's been necessary to implement a cost saving programme and review our income generation model to build our resilience. At the same time, we have had several new people who have joined the charity, both on the Board and in our staff and volunteer team. That includes both of us; we both only joined in summer 2020.

With a new team in place, we are focused on using our learnings from 2020 to develop a new strategy that meets the changing needs of local people affected by cancer. Two key components of that strategy will be how we can reach communities that have not traditionally accessed our services, and how we can provide our clients with more personal care plans. The first step in doing this, was the recruitment of a new role of Wellbeing Co-ordinator who joined us in January, thanks to funding from The Linbury Trust.

The Board is responsible for the strategic direction of the charity, and for supporting the Executive team in delivering the objectives. The current Board comprises 7 Trustees with wide ranging experience, all giving their time voluntarily. The Board is now actively seeking to recruit new trustees, particularly those who would bring professional skills in any of the following areas; marketing & fundraising, charity governance, finance, property (leases), IT, retail, and legal experience. The role of Trustee is suitable for someone who is keen to use their professional experience to support the charity and is able to commit to a 4 year term of office.

This is a fantastic opportunity for a motivated individual to make a real difference to Wessex Cancer Trust, helping us to reach more people affected by cancer in the Wessex region.

For further information and for an informal discussion, please contact Diane via Sarah Beaman at [sarah.beaman@wessexcancer.org.uk](mailto:sarah.beaman@wessexcancer.org.uk).

We look forward to receiving your application.

Warm regards from us both,

Rachel Billsberry-Grass  
Chief Executive

Diane Cutler  
Chair of Trustees



# Job Description



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## Trustee / Director – Voluntary Role

### Role description

As a member of the Board of Trustees, to provide strategic leadership for the charity and support to the executive team.

#### General Responsibilities

- With colleagues, ensure that the Board of Trustees fulfils its responsibilities for the governance of the charity.
- Provide clear strategic direction to ensure that the Board operates within its charitable objectives.
- Work in partnership with the CEO and senior staff helping to achieve the charity's mission and vision.
- Proactive oversight of the charity's finances and a commitment to helping the charity achieve financial stability and resilience for the future.
- To be an ambassador for Wessex Cancer Trust, supporting the CEO and Senior Leadership Team to gain access to useful relevant markets and networks as appropriate.

#### Specific activities, with Board colleagues:

- Take an active role in strategic planning activity, and the development of the charity's 5 year strategy.
- Consider and approve strategic, budget and policy objectives.
- Consider and approve annual budgets and proactively monitor progress to meet them.
- Ensure the charity's financial affairs are prudently and systematically accounted for, audited and publicly available to meet the relevant regulatory requirements.
- Monitor progress towards planned objectives, ensuring the implementation of the Board's decisions.
- Regularly review major risks and associated opportunities, to satisfy the Board that systems are in place to take advantage of opportunities, and manage and mitigate the risks.

#### Additional activities:

All Trustees will be asked to serve on one of the Board's sub-committees, depending on their individual skills and experience. The Governance Sub-Committees are: Human Resources; Finance and Audit; Governance and Risk. In addition there are 3 further Advisory Sub-Committees: Services; Fundraising and Marketing; Retail.



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## General

Trustees should offer their personal and professional skills, knowledge and experience to help the Board reach sound decisions. Trustees will be expected to:

- Attend all Board meetings and be thoroughly prepared by reading Board papers.
- Constructively challenge assumptions, plans and recommendations, to ensure robust decisions are reached.
- Lead discussions and provide expert knowledge and guidance on new initiatives where appropriate.

## Terms of Service and Time Commitment

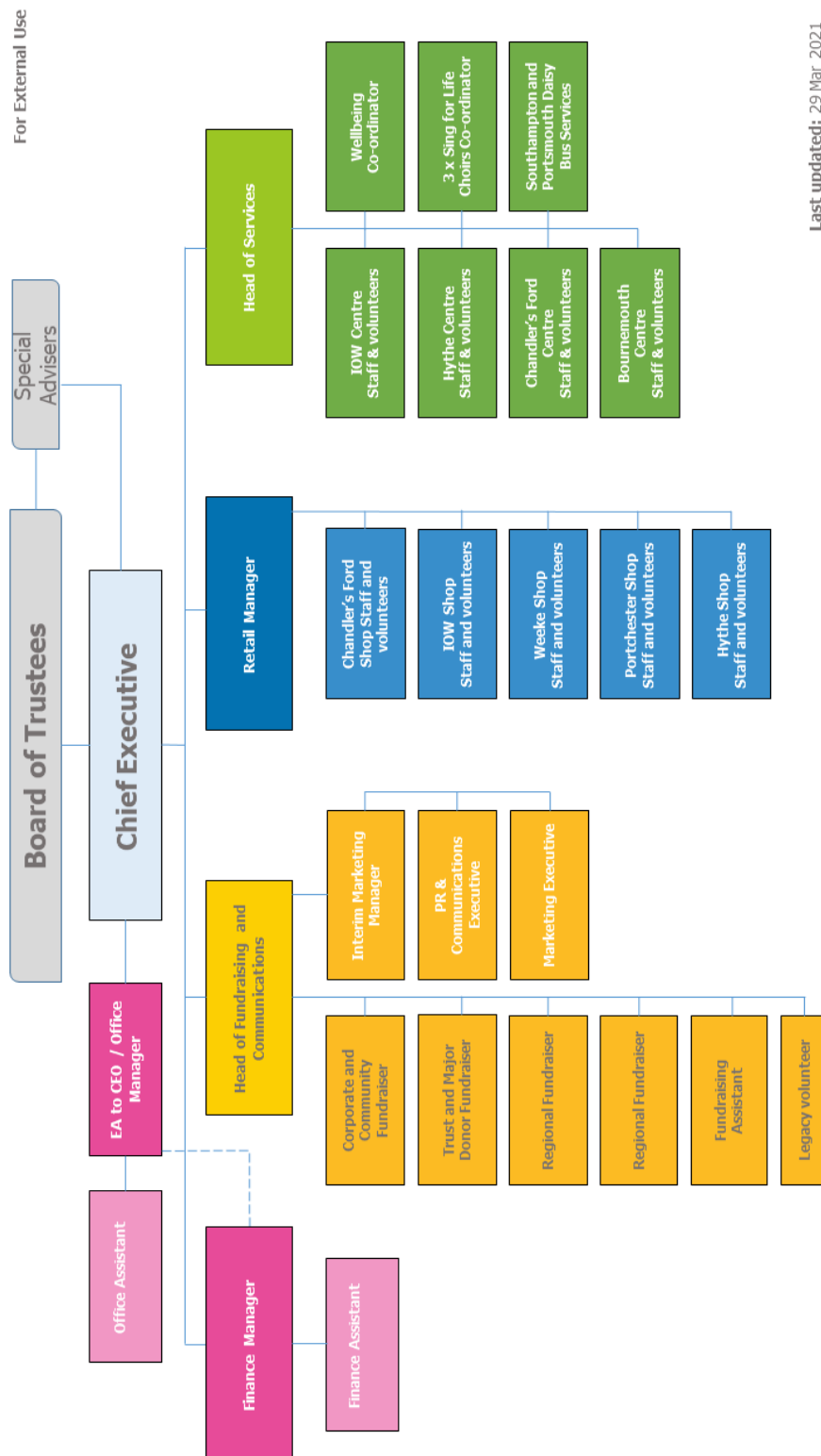
- Trustees are elected for a four-year term and can choose to stand for a second term. Trustees serve a maximum of 2 terms.
- Trustees are expected to attend and take a proactive involvement in all Board meetings (4 - 6 times per year for approximately 2 hours. Remote virtual attendance is possible.).
- Further attendance at 4 sub-committee meetings during the year (remote or in person).
- Ad hoc events and meetings in person or virtually, and phone calls.

## Remuneration

This is a voluntary post for which there is no remuneration. Reasonable travel and subsistence expenses are paid.

## Person specification

- Interest in and commitment to the aims and objectives of Wessex Cancer Trust
- Excellent communication and interpersonal skills, with the ability to persuade and advocate.
- Ability to work collaboratively and constructively with colleagues on the Board and the Executive.
- Understanding of the role and responsibilities, legal and otherwise, of Trustees and organisational governance.
- An understanding of and commitment to equality, diversity and inclusion.
- We are particularly interested in hearing from anyone who has expertise in: marketing and fundraising, charity governance, finance, property (leases), IT, retail or legal experience.



Last updated: 29 Mar 2021



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## How to apply

For further information about becoming a Trustee and to arrange an informal discussion with Diane, please contact Sarah Beaman, EA to the Chief Executive at [sarah.beaman@wessexcancer.org.uk](mailto:sarah.beaman@wessexcancer.org.uk) or on 02380 672200.





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**SUPPORTING LOCAL PEOPLE  
THROUGH CANCER**

[www.wessexcancer.org.uk](http://www.wessexcancer.org.uk)

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