

Trustee / Director Role Pack (Voluntary role)



About us

At Wessex Cancer Support we understand how important it is for people who are affected by cancer to have high quality emotional and wellbeing support. That's why we offer personalised support for people with cancer and their loved ones, that empowers them to live well with and beyond cancer.

Every year over 14,000 people are diagnosed with cancer within the Wessex region (Hampshire, Dorset and the Isle of Wight). A diagnosis can be a shock and have a huge impact on an entire family. We help and support people affected by cancer regardless of age, gender or type of cancer. Our dedicated team is committed to offering support for as long as people need it, away from a hospital environment.

All our services are provided free of charge; we have four drop-in cancer support centres, local outreach and an online service. Clients visiting any of our services are welcomed by support volunteers who are trained to provide information, support and a listening ear. New clients will have an appointment with our Wellbeing Co-ordinator to agree a personal support plan which aims to help the individual deal with the emotional impact of cancer, improve well-being, help with pain management and increase self-confidence. The plan might include access to support groups or one-to-one sessions with one of our team of specialist counsellors and therapists. We also provide health and well-being information, exercise programmes, Sing for Life Choirs, and courses to help clients live well with and beyond cancer.

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

Our Vision and Mission

Our Vision

Everyone in Wessex affected by cancer will have access to personalised wellbeing support so that they can face whatever's ahead with more confidence.

Our Mission

To engage with local communities to help improve the emotional health and wellbeing of anyone affected by cancer.

Our Values and Behaviours



Our values drive everything we do – the services we provide, the decisions we make, the actions we take, the partners we choose, the way we treat each other. They are our statement about what matters to us, and how we hold ourselves accountable for our own behaviour.

We're **compassionate**

We do everything with kindness and care

- We take time to listen
- We strive to understand one another
- We are considerate when we respond to others
- We treat people as individuals and don't make assumptions

We're **purposeful**

We always aspire to go above and beyond, and we take responsibility for the decisions we make.

- We have a can-do attitude
- We are accountable and understand that our behaviour and approach reflect on the charity
- We use initiative and evidence to prioritise effectively and achieve the best outcomes
- We maximise time in the most effective way
- We take responsibility for our own personal professional development

We're **inclusive**

We offer a warm and friendly welcome to everyone. We celebrate and embrace the differences that shape who we are. Our door is open.

- We are friendly and approachable
- We are non-judgemental
- We challenge and root out prejudice
- We stay up to date with current terms and avoid using words and language that may offend

We're **collaborative**

We work with others so that we can always do our best for people with cancer and their loved ones.

- We respect other people's opinions
- We share knowledge and skills openly and try to help others whenever we can
- We participate in discussions, but do not dominate.
- We discuss matters objectively to find the best outcome.
- We proactively seek and accept feedback, using it to improve
- We give constructive, honest and open feedback
- We endeavour to be a great role model to others

A letter from our Chair of Trustees and CEO



Dear Applicant

Thank you for your interest in Wessex Cancer Support.

It is an important time for the work of the charity. We are one year into our new five-year strategy, which outlines how we will respond to an expected increase in demand for our services, as the number of people diagnosed with cancer continues to increase. We will continue to provide emotional and wellbeing support, and introduce a range of courses, workshops and talks that focus on empowering our clients to develop tools and skills to support them to live well with and beyond cancer

The Board is responsible for the strategic direction of the charity, and for supporting the Executive team in delivering that strategy. The current Board comprises seven Trustees with wide ranging experience, all giving their time voluntarily. We are now actively seeking to recruit four new Trustees across a range of expertise including but not limited to; fundraising, marketing & brand, IT, CRM and data management and HR & people to help shape and drive our strategy. Your insight will be instrumental in ensuring we can deliver on our mission to support those affected by cancer.

We welcome applications from people of all backgrounds and particularly encourage applications from people from ethnic minority communities who are currently underrepresented on the Board. A diverse Board strengthens our decision-making and ensures we better reflect the communities we serve. For anyone who is considering a first role as a Trustee, we would be happy to offer training, coaching and mentoring as needed. New Trustees will receive a structured induction and ongoing support to help them contribute confidently and effectively.

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

For further information and for an informal discussion, please contact Chair of Trustees, Diane Cutler at diane.cutler@wessexcancer.org.uk We look forward to receiving your application.

We look forward to receiving your application.

Warm regards from us both,

A handwritten signature in black ink that reads 'Diane Cutler'.

Diane Cutler
Chair of Trustees

A handwritten signature in black ink that reads 'Ian Creek'.

Ian Creek
Chief Executive



Role Description

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 Support, 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 future 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:

Trustees may be asked to serve on one or more of the Board's sub-committees, depending on their individual skills and experience. The sub-committees are: Governance, Risk and HR; Finance and Audit and the Advisory Forum. The Advisory Forum meets bi-annually to explore and discuss particular operational or strategic challenges that members of the Senior Leadership Team are facing.

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 times per year for approximately 3 hours. Remote virtual attendance is possible.).
- Attendance at one all day strategy meeting per year.
- Possible further attendance at 4 sub-committee / Advisory Forum 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

For these roles, we would welcome applications from people with commercial or relevant professional experience who can offer their knowledge and experience in the areas highlighted above. Your insight will be instrumental in helping the charity stay abreast of current thinking and the opportunities and challenges in the external environment, ensuring we remain fit for the future.

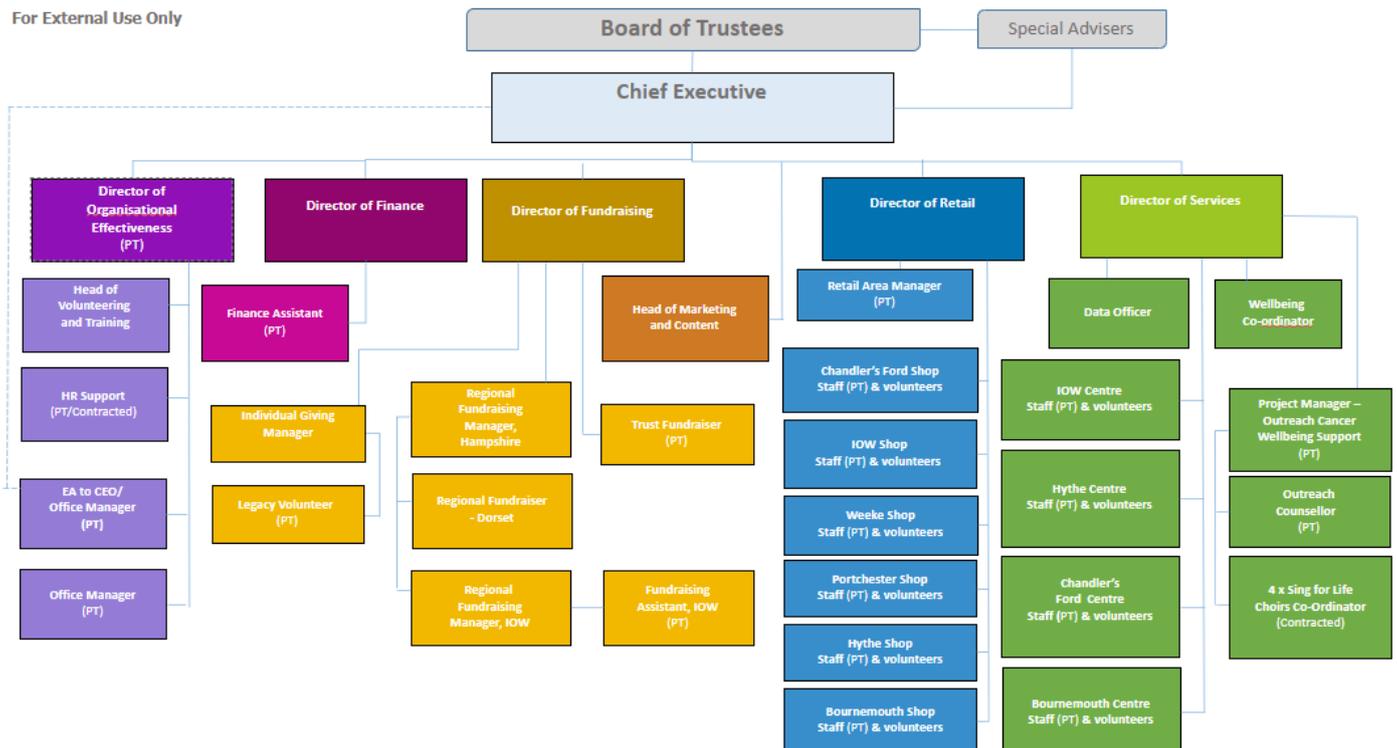
In addition, all Trustees are expected to demonstrate:

- Interest in and commitment to the aims and objectives of Wessex Cancer Support
- 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.

Organisation Chart



For External Use Only



How to apply

For further information about becoming a Trustee and to arrange an informal discussion with Diane, please contact diane.cutler@wessexcancer.org.uk

To complete your application, please send your CV and a covering letter indicating your reasons for wanting to become a trustee and how you believe you can support the work of the charity to diane.cutler@wessexcancer.org.uk

Equality, Diversity and Inclusion

Wessex Cancer Support is committed to being inclusive and welcoming of diversity; please see our strategy and policy for further information by clicking on the link below. To measure our success in this area, we invite you to complete a very brief anonymous survey (also on the link below). All information collected is confidential and anonymous; we appreciate that this information may be sensitive, and completion of the form is entirely voluntary.

<https://www.wessexcancer.org.uk/edi/>

If you have any questions at all regarding our EDI Strategy, the completion of this survey or would like the survey in an alternative format please contact jobs@wessexcancer.org.uk

