

**BREAST
CANCER
NOW** The research &
support charity

INFORMATION PACK FOR TRUSTEE RECRUITMENT

Welcome from Jill Thompson, Chair of the Board of Trustees



Jill Thompson
Chair of the Board of Trustees
Breast Cancer Now

Dear applicant,

We're Breast Cancer Now, the research and support charity. I'm delighted that you're interested in joining us.

At Breast Cancer Now, we're united by an ambitious goal. We believe that by 2050, everyone diagnosed with breast cancer will live – and be supported to live well. Both I and our chief executive, Baroness Delyth Morgan, are delighted with the progress we've made despite the obstacles in our way.

Like so many other charities, the last few years have been challenging for us. However, thanks to the hard work of our team, decisive leadership and our incredible supporters, we're still here for people affected by breast cancer. We're determined – not daunted.

With our single focus on breast cancer, we're the place to turn to for anything and everything to do with the disease. From our world-class researchers who are developing kinder treatments and finding new ways to detect and diagnose the disease to our life-changing

support services, dedicated to improving the physical and mental health of people affected by breast cancer, to our tireless campaigning team, fighting for the best possible treatment and services for people with breast cancer.

However, to meet our 2050 vision, we need to achieve more in the next 30 years than ever before. And that's where you come in.

We have an opportunity to appoint a Trustee to join our Board. They will help make sure the charity has maximum impact and oversee the fantastic work of our dedicated staff, volunteers and supporters, to save and improve the lives of people affected by breast cancer.

Our Board understands the importance of good governance with a focus on charity governance and accountability, fundraising regulations and the role of Trustees. We aim to be at the forefront of good practice so this opportunity is the result of regular reviews of our trustee skill base and term limits.

To make sure that our Board has a blend of experience, expertise, knowledge and skills, the appointed candidate must be a qualified accountant. Ideally, they will have investments experience and, in the future, the ability to chair the Finance Committee. We want candidates who are passionate about our work, with demonstrable trustee and senior executive experience at Board level. They need to be able to ensure good governance through their strategic insight, sound advice and constructive challenge, to help the Board undertake its responsibilities of scrutiny and support. A real understanding of breast cancer through personal experience, and experience of using the charity's services, is desirable.

If that sums you up, please get in touch and apply to be a trustee of our forward-thinking, ambitious charity. Everything you need to know about applying is in this pack. I look forward to hearing from you.

A handwritten signature in black ink that reads "Jill Thompson". The signature is fluid and cursive, with a large, stylized 'J' and 'T'.

When it comes to breast cancer, there's no time to waste. That's why we're called Breast Cancer Now.

We're the place to turn to for anything and everything to do with breast cancer. However someone is experiencing breast cancer, we're here.

The brightest minds in breast cancer research are here, making life-saving research happen in labs across the UK and Ireland. Research holds the key to a future where there are no more deaths from breast cancer. So, we're currently funding almost

£26 million of cutting-edge research, and we support 340 of the brightest minds in breast cancer science.

Support services, trusted breast cancer information and specialist nurses are here. We support thousands of people affected by breast cancer every year. Whether it's meeting someone who understands through Someone Like Me, expert information from our Helpline and patient information, or 24/7 support on our online Forum. We're here for people whenever they need us.

Dedicated campaigners are here, creating real change for people living with breast cancer right now. From securing a secondary breast cancer audit in England and Wales to give much-needed data on the experiences of people with the disease, to improved commitments to breast cancer in the NHS long-term plan. We don't just see the changes that need to be made. We make them happen.



We're turning the tide on breast cancer

We have a bold vision – that by 2050, everyone diagnosed with breast cancer will live, and be supported to live well. But that won't happen overnight. We need to work towards that target every minute, every day.

Our Turning the Tide strategy is how we'll do that. It gives five ambitious short-term aims to take us up to 2025:

- Improve treatments, care and services for everyone with secondary breast cancer
- Improve support for the physical, mental and emotional health of people affected by breast cancer
- Develop kinder, smarter treatments
- Improve detection and diagnosis of breast cancer
- Use our knowledge to help prevent breast cancer, so that fewer people develop it in the first place.



Now's the time, and we're ready. Are you?

What we do isn't possible without the skills, knowledge and expertise of the people who give their time to us.

Thanks to the ambition, expertise and leadership of our trustees, we've been able to make huge strides in the last 40 years. But to make sure that, by 2050, there are no more deaths from breast cancer, we need to make more progress than ever before.

Find out more at:

breastcancer.org/about-us/trustees

PURPOSE

To provide governance, strategic direction and leadership through the regular review of the strategic aims and plans of Breast Cancer Now and the evaluation of performance against agreed targets.

Board members must act in the best interests of Breast Cancer Now, sharing the responsibility with other board members for making sure that the charity is well run. They should use any relevant knowledge, skills or experience they have, to help the Board of Trustees to reach sound decisions. This may involve leading discussions, identifying key issues, providing advice and guidance on new initiatives, and evaluating or offering advice on other areas in which the trustee has particular expertise.

MAIN RESPONSIBILITIES

1. To ensure the organisation pursues its stated objects, as defined in its governing document (Articles of Association of Breast Cancer Now), by developing and agreeing a long term strategy.
2. To ensure that the organisation complies with the Articles of Association, charity law, company law and any other relevant legislation or regulations.
3. To ensure that the organisation applies its resources exclusively in pursuance of its charitable objects for the benefit of the public.
4. To ensure that the organisation defines its goals and evaluates performance against agreed targets.
5. To safeguard the good name and values of the organisation.
6. To ensure the effective and efficient administration of the organisation including having appropriate policies and procedures in place.
7. To ensure the financial stability of the organisation.
8. To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.

PERSON SPECIFICATION

Each Trustee must have:

- 1 A commitment to the organisation.
- 2 A willingness to devote the necessary time and effort.
- 3 Strategic vision.
- 4 Good, independent judgement.
- 5 An ability to think creatively.
- 6 A willingness to speak their mind.
- 7 An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- 8 An ability to work effectively as a member of a team.
- 9 Nolan's seven principles of public life: Selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

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In order that you fully understand the commitment and responsibility of a Trustee, please also read our Trustee Code of Conduct and the Charity Commission guidelines so that you fully appreciate the role of a Trustee and with it, the responsibilities.

www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3

9. If the charity employs staff, to follow proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive.
10. In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions.

Your time commitment and our offer in return



Length of term

The term of office is three years. At the end of three years, you may stand for re-appointment for a further term of three years.

Meetings and time commitment

- The Board of Trustees generally meets six times a year normally in Central London, one of which is extended as a Strategy and Board development session. Standard meetings typically last 3.5 hours.
- Trustees are expected to prioritise attendance at all meetings of the Board.
- Trustees are expected to serve on at least one sub-committee where appropriate dependent on the Trustee's area/s of expertise and at the request of the Chair. These sub-committee's include the:

- Science Strategy Committee
- Risk and Governance Committee
- People & Culture Committee
- Finance and Investment Committee
- Strategy (task and finish) Committee

- In addition, Trustees are encouraged and will have the opportunity to take part in fundraising and social activities and events.
- The total time commitment for an individual Trustee is the equivalent of approximately 10 to 15 working days per year.

And in return

You will join a welcoming and respected Board whose style is collaborative and whose expertise, dedication and skill has successfully stewarded Breast Cancer Now to this point.

We offer a full induction programme to fully immerse yourself into the charity which includes our Candidate Trustee process in which new trustees join board and committee meetings experiencing what it is like to be a trustee at the charity for a six month period allowing both parties to evaluate if the role is right for them. On the satisfactory completion of this period for both parties, the trustee will be formally appointed at a Board meeting.

Your skills and commitment will serve to enrich the capability of the Board and move Breast Cancer Now forward towards the achievement of its vision. In short you will be making a valued contribution to saving lives. Perks of the job don't get any better than that.

Breast Cancer Now Trustee recruitment process

Applications must be sent to Graham Vigor, Associate Director - People & Organisational Development at graham.vigor@breastcancernow.org by 10am on **Friday, 16 September 2022**

IF YOU HAVE ANY QUESTIONS ABOUT THE ROLE OR THE PROCESS, PLEASE CONTACT GRAHAM BY EMAIL.

The Board is seeking to appoint a new Trustee and would welcome applications to extend the diversity of its membership and expertise from all sectors of the community.

The appointed candidate must be a qualified accountant with extensive financial expertise and the ability to scrutinise and probe financial statements, reports and balance sheet information. The Board particularly welcomes interest from candidates with business experience ideally in the commercial sector and, as a member of the Finance and Investment Committee, the ability to chair the Committee in the future.

All candidates must have:

- demonstrable governance and senior executive experience at Board level;
- the ability to use their skills to ensure good governance through their strategic insight, sound advice and constructive challenge to help the Board undertake their responsibilities of scrutiny and support.

Ideally, candidates will have:

- investments experience;

- personal experience of breast cancer and/or personal experience of using the organisation's services.

To be considered for interview, you must provide the following:

- A supporting letter of no longer than two sides of A4, explaining how you believe your skills and experience match the requirements of the role, directly addressing the person specification;
- A comprehensive CV of no longer than two sides of A4 including details of your achievements in each role;
- Details of two referees, who will not be contacted without your prior knowledge or consent.

Applications must be sent to Graham Vigor, Associate Director - People & OD, at graham.vigor@breastcancernow.org If you have any questions about the role or the process, please contact Graham at the above e-mail address.

Closing date for applications

The closing date for applications is **10am on Monday, 19 September 2022**. Candidates are also asked to

note other important dates in the recruitment timetable. As with most Trustee roles this one is unremunerated, but reasonable out of pocket expenses will be reimbursed.

Shortlisting

Will be held in the week commencing 19 September 2022 with invitations for interview sent out before Friday, 23 September 2022.

Selection process

Interviews will be held in person at Ibex House, 42-47 Minories, London, EC3N 1DY or virtually subject to availability.

- **Preliminary Interview date:** Wednesday, 28 September 2022
- **Final Panel Interview date:** Wednesday pm, 5 October 2022 and Thursday, 6 October 2022

Breast Cancer Now is committed to equality and diversity and is an inclusive charity. Candidates who require any support in making their application should please advise us and we will look to reasonably adjust the process accordingly.

Board of Trustees Code of Conduct

In order that you fully understand the commitment and responsibility of a Trustee, please also read our Trustee Code of Conduct and the Charity Commission guidelines so that you fully appreciate the role of a Trustee and with it, the responsibilities.

www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3

1. Purpose

1.1 The purpose of this document is to provide a code of conduct for our trustees. A code of conduct for Board members is designed to ensure high standards and makes it clear how potential conflicts of interests are dealt with.

1.2 We aim to capture good practice and this code of conduct is based on the 7 principles of public life and the requirements of the Charity Governance Code. It should be used as a guide rather than a definitive code. Remember also that we must comply with all legal regulations.

2. Responsibilities

Breast Cancer Now's trustees:
2.1 should be aware of the contents of Breast Cancer Now's governing document and the law as it applies to the charity and act within both;

2.2 should have an understanding and commitment to the charity's vision, strategy, how the organisation works and the external environment within which it operates.

3. Values

Breast Cancer Now's trustees:
3.1 should at all times live the values of Breast Cancer Now;

3.2 should seek to attend a minimum of four out of six Board meetings a year, except under exceptional circumstances;

3.3 should prepare for meetings, reading papers and asking any questions of the Chief Executive and Senior Leadership Team in advance where reasonably possible;

3.4 should contribute positively and challenge respectfully in meetings;

3.5 should act jointly and accept a majority decision.

4. Selflessness

4.1 Trustees of Breast Cancer Now have a general duty to act in the best interests of the charity as a whole. They should not do so in order to gain financial or other material benefits for themselves, their family, their friends or any company or other organisation they may be employed by or represent.

5. Integrity

Breast Cancer Now's trustees:
5.1 should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their role;

5.2 as well as avoiding actual impropriety, should avoid any appearance of improper behaviour;

5.3 should avoid accepting gifts and hospitality that might reasonably be thought to influence their judgment.

6. Objectivity

6.1 In carrying out their role, including making appointments (including trustee appointments), awarding contracts, recommending individuals for rewards and benefits or transacting other business, Breast Cancer Now's trustees should ensure that decisions are made solely on merit.

Board of Trustees Code of Conduct

7. Accountability

Breast Cancer Now's trustees:
7.1 have a duty to comply with the law on all occasions in accordance with the trust placed in them and in such a way as to preserve public confidence in the charity;

7.2 are accountable for their decisions and actions to the public, funders and service users. They must submit themselves to the scrutiny appropriate to their role.

7.3 should not represent the charity to the media without express permission to do so, and should receive proper briefing from the appropriate team beforehand.

8. Openness

Breast Cancer Now's trustees:
8.1 should ensure that confidential material, including material about individuals, is handled in accordance with due care and data protection legislation;

8.2 should be as open as possible about their decisions and action that they take. They should give reasons for their decisions and restrict information only when the wider interest clearly demands.

9. Honesty

Breast Cancer Now's trustees:
9.1 have a duty to declare any interests relating to their trustee role and to take steps to resolve any conflicts that may arise;

9.2 must report and record any conflicts of interest in compliance with Charity Commission guidelines, the charity's Conflicts of Interest Policy, and any relevant legislation.

10. Leadership

Breast Cancer Now's trustees:
10.1 should promote and support the principles of leadership by example;

10.2 should maintain the Board's strategic focus, respecting the role of the chief executive and senior leadership team to lead and manage the charity. There will be circumstances under which trustees will be working directly with the charity's staff. In some case these will be small requests, but where these are significant areas of work, guidelines for such working relationships must be clear to staff and trustees and, when these occasions arise, the chief executive and Chair must be consulted in advance.

THANK YOU
FOR YOUR
INTEREST