

SCF Trustee and Director – Governance Lead Role Description and Person Specification

Purpose of role

1. To work as a key member of the SCF team to deliver our strategy and operational plans in order to meet our fundamental purpose:

To work with the NHS to make life better for cancer patients in Sussex- providing equipment, facilities and services that make a tangible difference for patients who are often on a difficult and stressful journey. We also selectively fund and enable Sussex based cancer research programs that contribute to the understanding of cancers and to improved outcomes for patients.

2. To lead and actively further shape the SCF governance framework - ensuring the Board's strategies, processes, policies and accountability mechanisms are consistently aligned with best practice appropriate to the size of the charity - in order that SCF meets in full its legal responsibilities as a charity and limited company and that we continually protect / enhance our reputation with patients, NHS and Research leaders / and staff, suppliers and the Sussex community

Definition of Governance - the systems and processes concerned with ensuring the overall direction, effectiveness, supervision, and accountability of an organization.

Source - National Council for Voluntary Organizations (NCVO)



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4 aspects of governance (Source - NCVO)

The four aspects of this definition are all important for boards to focus on and meet their duties as trustees. In a well-governed organisation, the board and governance structure will provide:

Direction: Showing leadership by setting strategy. Being clear about what the organisation is aiming to achieve and how.

Effectiveness: Making good use of the charity's money and resources. With a focus on achieving their desired outcomes.

Supervision: Making sure the charity follows the law, its governing document and policies and, when issues arise, these are dealt with quickly. Considering potential risks and mitigating actions and monitoring progress to keep the organisation on track. Learning from mistakes or difficulties and making changes where needed.

Accountability: Reporting to those who are interested in what the organisation is doing, including regulators.

3. To bring energy, business experience, enthusiasm and commitment to the leadership team of SCF and to broaden the diversity of thinking on our board. Leading on governance whilst fostering a collective commitment amongst all trustees to uphold high standards of governance and accountability

4. Lead on reviewing and proposing updates to the SCF Memorandum of Association and SCF policy reviews, proposing new policies and improvements to existing ones.

The Trustee leading on governance will have the responsibilities applicable to all trustees as summarised below (except for leading implementation in paragraph 2)

(See SCF Trustee Policy no.14 Appendix for more information)



Responsibilities

1. Support and provide input to SCF's purpose, vision, goals, operating plans, budgets and activities.
2. Contribute to operational strategies and policies, lead implementation as appropriate, monitor and evaluate, learn from and improve for the benefit of all stakeholders
3. Ensure that key risks are being identified, monitored and controlled effectively
4. Review and approve SCF's financial statements
5. Provide support and challenge to SCF's Chairman in the exercise of delegated authority and affairs
6. Keep abreast of changes in SCF's operating environment
7. Contribute strongly to regular reviews of SCF's own governance and standards
8. Attend Board meetings, adequately prepared to contribute to discussions
9. Use independent judgment, acting legally and in good faith to promote and protect SCF's interests, to the exclusion of their own personal and/or any 3rd party interests.
10. Contribute to the broader promotion of SCF's objectives, aims and reputation by applying skills, expertise, energy, knowledge and networks/contacts. As a smaller charity, there will be times when the trustees need to be actively involved beyond Board meetings. This may involve leading and / or contributing to projects that form part of the operating plan, providing advice and guidance on new initiatives, presenting the SCF externally, or other issues in which the trustee has special expertise.
11. To be a Director of SCF Ltd - for more information on this see Trustee Policy no.14 and the UK Government Companies House web site.



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TRUSTEE VACANCY PACK



Who are we looking for?

Could be a business leader with management and governance experience, who is approaching retirement or recently retired from a commercial environment – in for example the medical, care, retail or hospitality sectors, focusing on outstanding service to patients / clients/ customers. Must have functional leadership expertise and experience in Compliance – which may be from a Legal, Regulatory, Human Resources, or Sustainability perspective.

Could also be a person in 'mid-career' who is looking for an opportunity to gain experience in the 'Not for Profit sector' in addition to work commitments.

Experience in the 'Not for Profit' sector is welcome but not essential. We value transferable governance and leadership experience from a range of sectors.

Personal skills and qualities

We are looking for people willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our board.

A clear communicator with strong influencing skills and the ability to manage change effectively, and who fully understands the importance of governance in supporting innovation, ensuring that creative ideas are pursued within a structured framework and in line with the NCVO's four aspects of governance.

Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.

Ability to think creatively and strategically, exercise good independent judgement and to work effectively as a board member. An ability to balance risk and opportunity.

Having a strong external network to ensure we take a broad view of compliance and get good advice as appropriate – and the ability to build additional networks/ contacts so we can bring in best practice that is suitable for SCF.

A strong personal commitment to fairness, diversity and inclusion.

Enthusiasm for our purpose and vision.

Willingness to lead / participate according to our core values.

Commitment to key principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

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Terms of appointment

Trustees will be appointed for a 3 - year term of office, mutually renewable for further terms to a service maximum of 10 years. If a Trustee wishes to resign before the end of the 3-year term, for example due to personal circumstances changing, a 3-month notice period applies. This is a voluntary position, with reasonable expenses reimbursed.

Time Commitment

Attending 4 Board meetings annually.

Flexibility to review/ contribute to proposals for expenditure and fundraising activities.

Attending annual strategy meeting and specific training sessions.

**Applications should be made with a CV by email to Russell Taylor, at
russell.taylor@sussexcancerfund.co.uk**



A Recent re-furb at
Chichester Hospital



VR Headset for
patients

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