



# Sussex Cancer Fund – Trustee Role Profile

## About Sussex Cancer Fund

Sussex Cancer Fund works with the NHS, patients, and local communities to improve cancer treatment and care across Sussex. We raise funds for equipment, services, research, and patient support to make a real difference for people affected by cancer.

We are a small hands-on charity looking for a new trustee to join our Board and dedicate time to support and strengthen our governance in our period of ambition and growth to support the charity's work and future direction.

---

## What Does a Trustee Do?

Trustees help lead the charity, make important decisions, and ensure we are doing the best we can for patients and families. Being a trustee is about using your skills and experience to support our mission and make sure the charity is well-run and using resources wisely.

This role has a particular focus on good governance making sure our governance and supporting policies, meet legal requirements, the Charity Commission's obligations and are operated safely and responsibly.

---

## Key Things You'll Be Involved In

- Helping to shape the charity's direction and future plans
- Ensuring we meet our legal and financial responsibilities
- Driving a strong governance framework, reviewing, creating and maintaining our suite of policies
- Ensure good risk management, and decision-making
- Working with other trustees to oversee projects and spending
- Acting as an ambassador for Sussex Cancer Fund
- Making sure we stay focused on improving cancer care for the people of Sussex

You will be part of a supportive, friendly board working closely with our staff and volunteers.

---

## We are looking for people who:

- Care about improving cancer care
- Can think clearly and ask good questions
- Are comfortable reading information and helping make decisions
- Want to help strengthen how the charity is run
- Are willing to bring their own experience, whether professional or personal
- Can commit the time to develop and strengthen our governance structure

Experience in governance, compliance, healthcare, legal, finance, HR or charity work would be very helpful. You do not need to have been a trustee before training and support are provided.

Trustees are expected to uphold the Nolan Principles of Public Life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership and model high professional standards in all governance activities.

We also welcome people with lived experience of cancer or who represent the diverse communities of Sussex; however, we welcome applications from all including those living outside of Sussex.

---

## **Time Commitment**

- Around 4–6 board meetings a year (in person), plus some reading and occasional events
  - 3-5 days commitment per month (minimum) to review, update and maintain our governance documents
  - Meetings are held in Sussex or online
  - This is a voluntary role
- 

## **What You Gain**

- The chance to make a real difference for local cancer patients
  - Experience in charity leadership and governance
  - New skills, training, and professional development
  - Being part of a committed team with a shared purpose
- 

## **Eligibility Requirements**

**Trustees must:**

- Be aged 18 or over.
- Not be disqualified from acting as a charity trustee under UK law.
- Declare any known or potential conflicts of interest.
- Undergo safeguarding or DBS checks

## **Interested?**

**We'd love to hear from you. Please provide a CV and a short covering letter (no more than two pages) explaining why you would like to join Sussex Cancer Fund and how your skills and experience demonstrate your ability to undertake the role of trustee.**

**Closing date for applications is Monday 12 January 2026.**

**For an informal chat or to express your interest, please send us an email at [info@sussexcancerfund.co.uk](mailto:info@sussexcancerfund.co.uk) with your request and we will arrange for a call with you with one of our trustees.**

---