



## **SCF Trustee and Director– Role Description**

### **Purpose of role**

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 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.*

To bring energy, business experience, enthusiasm and commitment to the leadership team of SCF and to broaden the diversity of thinking on our board.

The Trustee will have the responsibilities applicable to all trustees as summarised below (See Charity Commission web site for more information)

### **Responsibilities of all trustees**

1. Support and provide input to SCF's purpose, vision, goals, operating plans and activities.
2. Contribute to operational strategies and policies, lead parts of its implementation and monitor and evaluate / learn 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 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 your 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 please go to the UK Government Companies House web site.

## **What we are looking for?**

Could be a business person with management 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. Could have functional leadership expertise in HR, legal, IT, Compliance, etc. 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 would be useful but not essential.

A clear communicator with strong influencing skills and the ability to manage change effectively.

Willing to play an active role in areas such as forecasting, setting budgets and targets, liaising with auditors

## **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.

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.

Effective communication skills and willingness to participate actively in discussion.

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

## **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 contribute to implementation of operational plans

Attending annual strategy meeting and specific training sessions

If you would like to apply, please send a covering letter together with a CV to

The Fund Manager,  
Sussex Cancer Fund Limited  
Sussex Cancer Centre, Royal Sussex Hospital,  
Brighton BN2 5BE 2