

## Cancer Support Scotland

Thank you for your interest in applying for the voluntary role of Trustee.

This is a vital role within Cancer Support Scotland and without you and other volunteers' proper governance and support would not happen.

We know first-hand the benefits of volunteers – quite simply it is good for your wellbeing. By volunteering with Cancer Support Scotland, you will be able to boost your wellbeing, learn new skills, meet new people, and know that you are supporting the wellbeing of those affected by cancer across our nation.

We are starting to bring back our face-to-face services. For the first time in our 40-year history we were forced to deliver virtual wellbeing support to those affected by cancer. As we learn to live with Covid-19 we are excited about the opportunities to deliver our services in person and digitally.

Thank you in advance for your interest and I hope you will be inspired to join the charity.

*Rob Murray*

Jack Ogston  
Chair of Trustees Board

Rob Murray  
Chief Executive Officer

### About Cancer Support Scotland

For more than forty years, Cancer Support Scotland have helped people **live well with cancer**. Our purpose has always been to improve the wellbeing of those affected by cancer.

We are here for anyone affected by cancer, whether they are a person with cancer, a carer or loved one. Our wellbeing services range from professional one-to-one and digital counselling, stress management, 'HereForYou' phone calls and Self-help tools, to simply offering a tranquil place to collect your thoughts with a cup of tea.

In the last year Cancer Support Scotland has offered over 6,500 appointments and demand for our services is continuing to rise.



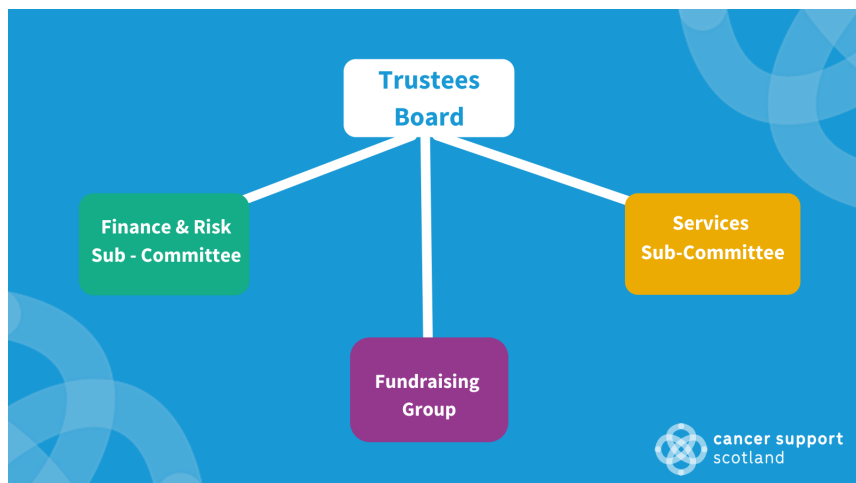
## Our Values



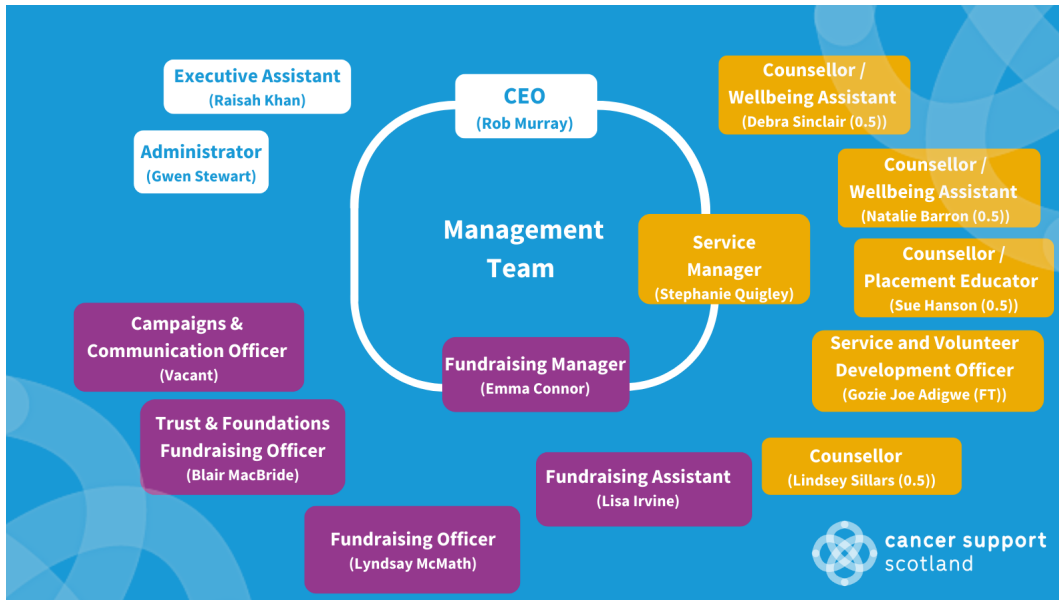
Founded by former Chief Medical Officer and Oncologist, Professor Sir Kenneth Calman, we remain a strong values-based organisation.

We will put people affected by cancer at the heart of what we do. Take care of the wellbeing of those affected by cancer. Treat everyone with kindness and respect and ensure professionalism and excellence.

## Our Governance Structure:



## Our Staff Structure



## The role of Trustee

Trustees play a critical role in the governance and running of an organisation.

This role will involve partnership with other members of the Cancer Support Scotland Board and members of staff. Trustees help shape Cancer Support Scotland's strategy, policy and objectives which makes this an exciting time to be a Trustee as we move into our next chapter. Trustees will scrutinise workplans and steward the resources of the organisation.

### Key Responsibilities

**Strategic Leadership** – to lead the development and implementation of the organisation's strategy

**Governance** – to encourage high standards of governance and promote the efficient and effective use of staff and other resources throughout the organisation.

**External Communications** – to work with the CEO in the organisation's key relationships



### *The Board*

- To ensure Cancer Support Scotland works to its ambitious and person-focused strategic plan and to support the executive team in driving and monitoring the delivery of that plan
- To ensure that the charity operates in a manner consistent with its purpose and principles
- To operate at the highest standards of governance
- To prepare for and actively attend quarterly Board meetings
- To act with honesty and in good faith
- To ensure the charity complies with the law
- To fulfil duties and obligations with regards to your role on the Board
- To work with the CEO to ensure the charity has a Board for Diversity, Equality and Inclusion
- To avoid and /or declare conflicts of interest

### *The CEO and Management*

- Provide support and leadership to the CEO, ensuring Cancer Support Scotland is run in accordance with the decisions of the Board, values of the organisation and good governance
- To support the supervision and appraisal of the Chief Executive Officer
- To ensure, with the CEO, that there are appropriate resources for the achievement of strategies/objectives

### *Ambassadorial*

- To act, as appropriate, for Cancer Support Scotland in meetings with government in Holyrood
- To work in partnership with the Chief Executive Officer in the promotion of Cancer Support Scotland as a key organisation in supporting the wellbeing of those affected by cancer across Scotland
- To advocate on behalf of Cancer Support Scotland at public events as appropriate and with the media where required;

## **Personal Specification**

	<b>Essential (E) / Desirable (D)</b>
Qualifications	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Team working</li> <li>• Experience of mental health services, and/or fundraising, and/or charity governance</li> <li>• Understanding of the key issues facing those affected by cancer</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Ability to work and join meetings remotely</li> <li>• Ability to think of the bigger picture for the benefit of those affected by cancer across Scotland</li> </ul>



	<ul style="list-style-type: none"> <li>• Confident to speak up and ensure views are heard</li> <li>• Capacity to be proactive in reviewing papers and preparing views</li> <li>• Good communications skills with experience of public speaking, media handling and stakeholder engagement</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Eligibility to become a Trustee in Scotland</li> <li>• Approachable, flexible, and open minded</li> </ul>

### Benefits to you

You will have the support of the Board and CEO to help you succeed. You will have access to appropriate training opportunities and the chance to engage in third sector events.

You will also have the ability to develop your transferable skills by:

- Setting and reviewing the strategy for a national cancer charity
- Being part of committed team of staff and Trustees
- Play a leading role in the future of the charity

This role is for 3 years with the opportunity to extend for a further 3 years.

### How to apply

You can have an informal chat with our CEO Rob Murray: [rob.murray@cancersupportscotland.org.uk](mailto:rob.murray@cancersupportscotland.org.uk) or our Chair Jack Ogston: [jack.ogston@cancersupportscotland.org](mailto:jack.ogston@cancersupportscotland.org) . To apply for this role please email the application form to [raisah.khan@cancersupportscotland.org](mailto:raisah.khan@cancersupportscotland.org)

