Cancer52 Chair of the Board Application Pack

Introduction from Jonathan and Jane

Thank you for your interest in the role of Chair of Cancer52.

The past two years have presented Cancer52 with tremendous challenges as we sought to provide excellent service to our member charities throughout the COVID-19 pandemic. The support our members provide to people affected by rare and less common cancers has been significantly impacted by declines in income, as fundraising events stopped, alongside a significant increase in demand for their services.

Information from Government and the NHS for people with cancer during the pandemic was issued at a rapid pace, often with little notice. We played a vital role in ensuring our members received this as smoothly and quickly as possible but also lobbied for greater support for our patient community. We are proud of the work the Cancer52 team has undertaken to inform, support and advocate for its members and for people with rare and less common cancers. Cancer52 has worked hard to ensure we are invited make representations directly to ministers and senior officials across Government.

At the same time, we have attracted new members meaning we now have over 100 charities as part of the Cancer52 family. We have also ensured the costs we ask of member charities have either been waived or held at 2019 levels in recognition of the financial pressures they have faced. We are delighted that our member satisfaction levels continue to rise.

As the world enters a new chapter in managing the COVID-19 pandemic, Cancer52 will continue to work hard to further enhance this level of service and representation as well as develop further our existing laser-like focus on the needs of people with rare and less common cancers as the Government in England looks to set out new ambitious targets for cancer care and treatment.

You can be confident you will be joining a successful organisation. We are not resting on our laurels and therefore are looking for someone who, alongside the trustees and the Cancer52 team, can take us even further in serving and advocating for the needs of people with rare and less common cancers. We need a Chair who can bring energy, experience, enthusiasm and efficiency to the role alongside a passion to make a real difference. If this sounds like you, then we look forward to hearing from you.

Jonathan Pearce, out-going Chair
Jane Lyons, Chief Executive
About Cancer52

The board

Our board comprises a vibrant and challenging mix of trustees who come from a mix of sectors. About half of our trustees have worked or are working in the charitable sector in the field of rare and less common cancers, some for the NHS, and some from more corporate backgrounds. Most have been personally affected by the loss of someone close to them from a rare or less common cancer, others have had a cancer themselves.

This expertise both professional and personal adds hugely to the knowledge bank that supports the work of Cancer52.

Our impact

Our impact is reviewed in detail in our Annual Review which you can view on our website here.

Since the publication of this Review, our impact has continued to increase. Our membership is growing (now at 107 member charities) through word of mouth; the number of member charities involved in our work is at an all time high with upwards of 25 CEOs regularly attending CEO calls, all member meetings attracting an average of 20 members; and with c 30 charities engaged in each of our current projects with the National Cancer Research Institute and in the production of our showcase video. Click through rate on our member e bulletins is also high.

Our policy impact too continues to grow, with invitations to join NHS groups or task forces, and most significantly of late a recommendation within the report from the Health and Social Care Select Committee on Cancer Services that the government “must consider rare, less common and less survivable cancers specifically as part of its new cancer plan.”

Our overarching objectives

We have three key overarching objectives that drive our work:

1. Unify and empower our member organisations.
2. Use our unique structure to capture the patient voice of those with rare and less common cancers.
3. Take that voice on to those bodies and individuals who influence cancer policy, science, clinical outputs, services and treatment

And our work programme is based on those activities, reported on through the quarterly CEO report and reviewed annually.
The role of Chair

After seven years as our Chair, Jonathan Pearce is stepping down. Jonathan and our Chief Executive, Jane Lyons, have led an organisation which has successfully represented the member charities at the highest level and, in doing so, superbly serves the needs of people with rare and less common cancers.

The Board of Trustees is therefore looking to appoint an outstanding Chair with an understanding of and passion for the needs of people with rare and less common cancers. He or she will ensure Cancer52 fulfils its charitable and statutory obligations and, working with fellow trustees and the Chief Executive, ensure we are meeting our strategic objectives.
Chair of Cancer52
Job Description

Key Accountabilities

As Chair of the Board of Trustees, the Chair must:

- Bring inspiring and innovative leadership to the Board of Trustees.
- Ensure Cancer52 is fulfilling its vision, mission, strategic and charitable objectives and that the charity, the Board and the Chief Executive are focused on achieving these.
- To Chair the Board and ensure it fulfils its duties and responsibilities for corporate governance in line with charity law by:
  - Ensuring the Board makes clear decisions on strategy, policy, financial stewardship and risk exposure
  - Monitoring the implementation of Board decisions
- Maintain an effective, independent Board with a membership which represents the diversity of the population of people with rare and less common cancers.
- Ensure Cancer52’s has a clear, agreed strategy and support the Chief Executive to achieve its implementation.
- Help and support the Chief Executive to achieve the charity’s vision and mission.
- Represent Cancer52 and act as ambassador or spokesperson where needed.

Duties and tasks to fulfil and the key responsibilities

1 To ensure that the charity has a clear vision, mission and strategic direction and that the charity, the Board and the Chief Executive are focused on achieving these.

1.1 To ensure that the Board fulfils its duties and responsibilities for corporate governance in line with charity law and in the long-term interests of Cancer52 and its members.
1.2 To ensure the Board considers and approves the methods for measuring objectively the progress of the charity in relation to its vision, mission, strategic objectives/priorities, plans and annual targets.
1.3 To ensure that the Board is updated on progress towards the strategic objectives/priorities, plans and annual targets.
1.4 To ensure that the Chief Executive’s annual plans and targets support the achievement of the strategic objectives/priorities.
1.5 To ensure that the Chief Executive receives regular, constructive feedback on his/her performance in managing the charity and in meeting his/her annual and longer-term objectives.

Governance

2. To have responsibility for ensuring the board and the charity adhere to the Charity’s Memorandum and Articles of Association and ensure that the Board fulfils its duties and responsibilities for the proper governance of the charity.
2.1 To ensure that the charity has a governance structure that is appropriate to a charity of its size/complexity, stage of development and its charitable objects.

2.2 To ensure that the Board’s delegated authority is recorded in writing by means of terms of reference for Committees, job descriptions for honorary officers and key staff, reporting procedures etc.

2.3 To ensure that the charity’s financial dealings are systematically accounted for, audited and publicly available.

2.4 To ensure that the major risks to which the charity is exposed have been reviewed and systems have been established to mitigate these risks without the charity becoming totally risk averse.

2.5 To chair meetings of the Board.

2.6 To ensure that Board decisions are made in the best, long term interests of the charity and that the Board takes collective ownership of these decisions.

2.7 To ensure decisions taken at meetings of the Board are implemented.

2.8 In partnership with the Chief Executive to develop an annual programme of Board meetings and away days and ensure that relevant agendas and papers are prepared in good time for meetings.

2.9 To ensure the Board regularly reviews the charity’s governance structure and the Board’s performance.

2.10 To work closely with the Board and the Chief Executive to ensure that the Board has the skills it requires to govern the charity well, and that the Board has access to relevant external professional advice and expertise.

2.11 To ensure that there is a systematic, open and fair procedure for the recruitment of Trustees, future Chairs and future Chief Executives.

2.12 To ensure that all members of the Board receive appropriate induction, advice, information and training.

2.13 To ensure that Trustees have a code of conduct and comply with it.

2.14 To encourage positive change where appropriate and address and resolve any conflicts within the Board.

2.15 In close consultation and in partnership with the Chief Executive to agree respective roles in representing the charity and acting as spokesperson at public functions, public meetings and to the press/media as required.

Relationship with the Chief Executive

3. To help the Chief Executive to achieve the charity’s vision, mission, strategic and charitable objectives.
3.1 To provide support to and line manage the Chief Executive on behalf of the Board.

3.2 To be responsible for ensuring that the Board focuses on its governance role and does not slip incrementally into the management role.

3.3 In partnership with the Chief Executive to ensure that the Board receives sufficient and timely information to enable it to make decisions and monitor performance.

3.4 To ensure that there is regular one to one meetings with the Chief Executive when the Chair and Chief Executive can talk openly, discuss progress and problems, agree expectations of each other; plan the Board’s annual programme together and prepare for meetings together.

3.5 To ensure that the Chief Executive’s performance is reviewed informally at regular one-to-one meetings throughout the year and more formally annually.

3.6 To conduct a remuneration review for the Chief Executive in consultation with other Trustees.

3.7 To ensure that the Chief Executive has the opportunity for professional development and has appropriate external professional support.

**Person specification**

- Experience of working at a senior level in the NHS, a charity, or the private sector.
- Experience of leading, or senior membership of, a Board with a proven record of success.
- A passion for, and understanding of, the needs of people with rare and less common cancers and the charities representing them.
- Outstanding leadership skills with an excellent understanding of good governance.
- An ability to bring the best from a Board of Trustees and expand and diversify membership when needed.
- Indisputable personal integrity.
- Strong networks and relationships with a willingness to put these to use for Cancer52 would be a major advantage.
- Experience as an ambassador for an organisation.
- A willingness to commit the time necessary to this role.

**Terms of appointment**

The time commitment for this role is approximately 25 days per year (covering time in attending and preparing for board and committee meetings (including review of papers), meeting with the Chief Executive and participating in other Cancer52 meetings and events). The role is unremunerated but reasonable expenses will be paid.

The Board meets four times per year. Meetings are held are currently held remotely but we plan to hold some meetings in person in future.
The Chair will serve a three-year term and be eligible for reappointment for an additional three-year term.

Cancer52 is committed to representing the needs of people from all backgrounds with rare and less common cancers and building an inclusive culture, including through our Board of Trustees. We value and embrace difference across ethnicity, gender identity, sexual orientation and disability. We would therefore welcome applications from candidates from a wide variety of backgrounds.

**How to apply**

Please send your CV and supporting statement (no more than 2 pages) including details of 2 referees to:
Ainsley Taylor
Operations Manager, Cancer52
ainsley.taylor@cancer52.org.uk

**Interview process**

For information or an informal discussion please contact Ainsley Taylor in the first instance.

Closing date: **Thursday 4th August 2022**

Interviews for shortlisted candidates will take place, via Zoom: **Thursday 8th & Friday 9th September 2022**

June 2022