

SCF Trustee and Director – Role Description and Person Specification

Purpose of role

To work as a key member of the SCF team to deliver our strategy and operational plans 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.

To bring energy, 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

Responsibilities of all trustees

1. Support and provide input to SCF's purpose, vision, goals, operating plans, budgets 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 see Trustee Policy no.14 and the UK Government Companies House web site.

Who are we looking for?

Could be a person in a leadership role in a medical environment – perhaps as a clinician, senior nurse, senior radiologist, senior researcher, etc.

Could be a person with business 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. We welcome applications from people from different sectors that could make a valuable contribution to our charity.

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.

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.

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 in person four half day Board meetings annually

Flexibility to contribute to the implementation of operational plans

Attending annual strategy meeting and specific training sessions