

# INDEPENDENT COMMITTEE MEMBER GOVERNANCE AND PEOPLE COMMITTEE

## RECRUITMENT PACK



The impact of cancer on young lives is far more than medical. Their anxieties are deep. Their education, mental health and social lives suffer. Their futures feel very uncertain.



Young Lives vs Cancer is the only charity in the UK with specialist social workers dedicated to providing tailored psychosocial support to children and young people with cancer, and their families.

We stop at nothing to make their voices heard and their unique needs understood, so they can get the right care and support at the right time.

## VOLUNTEER ROLE DETAILS:

# INDEPENDENT COMMITTEE MEMBER

### Do YOU?

- Have passion and expertise in HR, especially **diversity, equity, inclusion and belonging**
- Understand, or are willing to learn, how charity boards work
- See the big picture and think **strategically**
- Enjoy being part of a team

### And Are You

- Over the age of 18
- Willing to devote the **time** and **energy** needed (approximately 6 days per year)
- Able to say what you think, especially when you disagree

The voices of children, young people and their families are at the centre of our organisation. While not an essential criteria, we encourage applications from candidates with lived experience of cancer in children and young people (for example as a child or young person, parent, carer or sibling).

At Young Lives vs Cancer, we recognise that opportunities for too many people remain a condition of their ethnicity, class, sex, disability, sexual orientation – or a combination. This has never been acceptable to us as an organisation. At Young Lives vs Cancer, we do not just accept difference — we value it, we celebrate it, we nurture it, and we thrive off it. We positively welcome your application irrespective of your background.

We are on a journey, and if you join us, you will be part of a community that is committed make a difference to the lives of children and young people with cancer.

**If this volunteer opportunity sounds exciting to you please read on and apply via our website: [Here](#)**

# INDEPENDENT COMMITTEE MEMBER ROLE AND RESPONSIBILITIES

As an Independent Committee member your skills, life experience and personal strengths will help to further strengthen our governance structure in order to fulfil our aim to ensure families receive the tailored psychosocial support when they need it most.

The **Governance and People Committee** plays a vital role:

- Ensuring that the Board governance structure of Young Lives vs Cancer is fit for purpose and through our separate Voice Board, listens to the views of young cancer patients and their families
- Overseeing people and workforce matters including those relating to volunteers, such as:
  - Reward & Recognition, reviewing director remuneration and staff reward strategies, making appropriate recommendations to the Board
  - Wellbeing and Engagement
  - Employment and volunteer policies
  - Restructures and organisation design changes
  - Diversity, Equity, Inclusion and Belonging strategic plan
- Monitoring and reviewing the size and composition of the Board of Trustees to ensure that the Board has the appropriate blend of skills and experience
- Leading the process of identifying and recruiting new trustees
- Taking responsibility for trustee induction, support and development. This includes ensuring that an effective performance appraisal programme is in place, led by the Chair.

## Governance at Young Lives vs Cancer

Independent Committee Members support the Board of Trustees to govern Young Lives vs Cancer and direct how the charity is run. There are four sub-committees of the Board of Trustees with responsibility for assisting the Board to discharge its duties in specific areas:



Independent Committee Members are volunteers who are recruited to join trustees and senior staff on a specific committee and support the work of that Committee, advising on matters relating to that Committee's areas of responsibility, contributing specialist knowledge as appropriate.

**We are currently seeking an experienced HR professional, with a fundamental understanding of workforce matters including diversity, equity, inclusion and belonging, to join the Governance and People Committee.**

### To fulfil this role, Independent Committee Members will:

- Contribute actively to the work of the Committee in order to ensure Young Lives vs Cancer has strong governance in place
- Help the Committee reach sound decisions, highlight matters for further consideration, and ensure sound risk management – contributing to discussion of current and future opportunities and risks, so that Young Lives vs cancer is in the best place possible to achieve its aims
- Within the opportunities offered through the Committee - listen to and promote the voice of children, young people and their families and the views of staff and volunteers and of supporters and contribute to an environment where staff and volunteers can, and want to, fight tirelessly for children and young people with cancer.

The Governance and People Committee oversees recruitment to the Board of Trustees and members are sometimes asked to support with recruitment, such as sitting on shortlisting and interview panels.

All individual committee members will be accountable and responsible to the Chair of the relevant Committee who will meet with them annually to discuss their role. They will sign key organisational and governance policies including a Conflict of Interest and Loyalty Policy and be expected to adhere to the highest standards of confidentiality in order to carry out their role.

All committee members will share responsibility for its decisions, and for establishing strong working relationships within the other members of Committee.

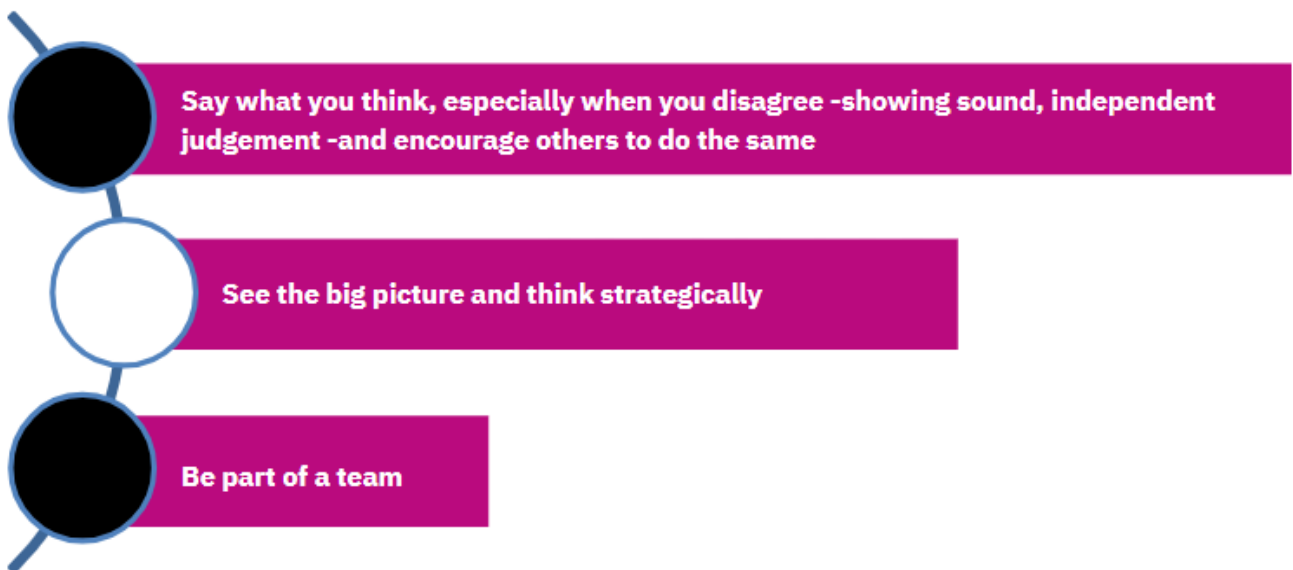
## What you will bring

In this role we are looking for an HR professional with experience of supporting an organisation with diversity, equity, inclusion and belonging.

You will have passion and expertise in HR, with a fundamental understanding of workforce matters including diversity, equity, inclusion and belonging, and you will have the ability to use your experience to contribute to the success of the Committee.

To be an Independent Committee Member you have to be over the age of 18. You'll show commitment and passion for what we do and be willing to devote the time and energy needed, but you do not need to have served on a committee before. Knowledge or experience of the charity sector would be helpful but not essential. You will show a willingness to understand how charity boards work and the relationship between Boards, Committees and Executive Teams but we can help you develop these skills.

Every Independent Committee Member brings a different set of skills, knowledge and experience – they use these to help the Committee reach sound decisions. You don't need to have lots of experience in the following things, but it is important that you have the ability and enthusiasm to:



You will live our values – being brave and confident, having integrity and being part of Team Young Lives - while bringing your own unique voice and self to the committee.

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# TERMS OF APPOINTMENT, TIMESCALE AND PROCESS

## Timescale and process

We want Young Lives vs Cancer to be an inclusive place for everyone to be at their best. We are committed to making the Independent Committee Member recruitment process inclusive, making the reasonable adjustments you need so that being a Committee Member is accessible for all.

Shortlisted candidates will be invited for interview with trustees and staff. It will be confirmed nearer the time whether interviews will be held online or in person.

## Appointments

Appointments to Committees are reviewed by the Governance and People Committee, and then recommended for approval to the Board of Trustees. All Committee appointments are approved by the Board of Trustees, and are subject to DBS and reference checks.

## Time Commitment

We know that everyone has different commitments and we want to make the Committees work as well as possible for everyone. Most Independent Committee Members can expect to spend around six days a year with the charity, including preparation and reading time.

There are usually three to four Committee meetings a year and they each last around two hours. You are expected to attend each Committee meeting. At the moment, all meetings are held on Zoom. In future, it is likely that some meetings will continue to be held this way, but there will be very occasional travel to London and South East England for meetings and visits.

For each meeting you will need some time to read relevant papers, and you will also receive Board papers - we encourage Independent Committee Members to shadow a Board meeting each year.

Independent Committee members will be asked to sit on the Committee for a period of three years, time commitments permitting. There may be an opportunity to extend this time period; this will be discussed with the relevant Committee Chair.

## Staying in touch and getting involved

You will be joining a 900 strong volunteer team, passionate staff team and army of supporters that enable us to be there for children and young people. You will have the opportunity to get involved and understand these groups of people.

There may also be a further opportunities to spend time on items of specific interest to you, and for informal involvement with the charity's work; again this will depend on your circumstances.

## Induction

We will provide a comprehensive induction programme and work with you to tailor this to your skills and experience so that you get the support you need to join the Committee. You will be supported by staff and trustees to get to know the charity and the role, and you will get all the essential documents and policies.

## Expenses

Being an Independent Committee Member is a voluntary role. We are passionate about making Independent Committee Member roles accessible to all so expenses will be reimbursed in line with our Volunteer Expenses Policy.

# OUR DRIVING FORCE

Cancer doesn't just affect children and young people's health, it can leave them feeling different, isolated and disempowered. That's why we help them learn how to cope with the emotional and practical impact of cancer.

We provide a safe space for them to be their true selves and help them build their confidence and self-esteem. We enable them to make decisions about their treatment and continue in their education or careers. When they feel hopeful and in control, they can stay connected to the things that matter most to them.

## THE SIX WAYS WE HELP

At Young Lives vs Cancer, we help families find the strength to face everything cancer throws at them.

We know everyone's different, so we work hard to provide support that's easy to access and meets individual needs. We shape the work we do around six core principles.

For more information please visit: [THE SIX WAYS WE HELP](#)

If you want to know the finer details, have a read of our strategy or latest [Annual Report and Accounts](#).



# OUR VALUES



Our values are core to who we are and how we work. You can read more about how we want to live up to these values in our strategy.

**WE ARE BRAVE**  
**WE ARE CONFIDENT**  
**WE HAVE INTEGRITY**  
**WE ARE ONE TEAM**

For more Information please visit: [Who we are](#)

# YOUNG LIVES vs CANCER

Instagram: [Young Lives vs Cancer \(@younglivesvscancer\)](#) - Instagram photos and videos

X: [Young Lives vs Cancer \(@YLvsCancer\)](#) / X

Linked In: [Young Lives vs Cancer | LinkedIn](#)

Facebook: [Young Lives vs Cancer | Bristol | Facebook](#)

