Penny Brohn UK
Cancer wellbeing for everyone

Volunteer Trustee information pack June 2026

An introduction from our CEO

Thank you for your interest in becoming a Trustee at Penny Brohn UK.

Penny Brohn UK is a 46-year-old cancer charity whose charitable purpose is to provide healthcare and support for people living with a cancer diagnosis.

Our cancer services are free of charge and are available to everyone both online and in person. We support any adult with any type of cancer in the UK by providing the tools and support they need to feel better with their cancer diagnosis and to enjoy a better quality of life whether pre or post treatment. We offer a range of ways to learn and experience how simple evidence-based lifestyle and complimentary approaches can help cancer clients feel more resilient. All our services are led by our qualified and experienced practitioner team.

Our headquarters are in North Somerset at Ham Green on a beautiful therapeutic 11-acre site adjacent to the river Avon.

We receive no government funding so rely solely on the generosity of public donations and trust and foundations as well as our own commercial and social enterprise to cover the costs of our services.

If appointed as a volunteer Trustee, you will be instrumental in helping to inform our strategic direction and our operational activity.

For an informal chat about our charity and what we are looking for in terms of potential skills, experience and commitment please feel free to contact me via the details provided.

I look forward to hearing from you and thank you for considering Penny Brohn UK.

Kind regards

Andrew

Andrew Hufford
Chief Executive
Penny Brohn UK

Penny Brohn UK - Volunteer Trustee opportunity

We are seeking to appoint new Trustees to become actively involved in the strategic direction, governance and decision making of the charity. As a Trustee you will join a dynamic and supportive team committed to making a difference to people affected by cancer. With a new, incoming Chair, this is an exciting time to join the Board as it works toward shaping the charity's future. The role offers the opportunity to make a lasting impact while providing a rewarding and satisfying experience that enables personal development and growth.

The charity is happy to hear from people across the country and in particular anyone with the following experience or expertise.

- Healthcare
  Medical Practitioners or Allied Health Professionals with recent experience of working with cancer patients/or cancer treatment, ideally within the NHS.

- Commercial
  The Penny Brohn UK National Centre offers external organisations a unique environment for their own business use which includes daily and residential bookings as well as tenancy agreements. Due to a successful period of growth in recent years, the charity would welcome the expertise of a Trustee with significant experience in this area who can support the development of this income stream further.

Values and Behaviours
All Trustees are expected to uphold and model Penny Brohn UKs values of **courage, resilience, compassion, warmth and community** and to champion an inclusive, evidence-informed approach to holistic cancer care.

Support for new Trustees
New Trustees are fully supported through a planned induction into the organisation, starting with an introduction to each area of the Charity.

Time commitment
The Trustee Board meet four times in-person each year at the National Centre in Bristol on Fridays, generally between 9am – 4pm. Trustee representation is also required on one or two online sub-committees, which are held up to four times per year for each committee and Trustees will be appointed to the sub-committees once recruited into post in accordance with their relevant skills and experience. Attendance is also required for the AGM and an annual Trustee Away Day as well as occasional events or strategic discussions

Tenure
Trustees are appointed for a three-year term with a maximum appointment of four terms (12 years).

Expenses
All Trustees are eligible to be reimbursed for expenses incurred whilst on Board business, this includes attendance at Board Meetings. Eligible expenses include:

- Reimbursement of petrol costs, rate currently set at 45p per mile, (25p per mile over 10,000 miles in the tax year) or the equivalent 2nd class rail fare, whichever is the lower.
- Any parking fees associated with the travel.

Application Process
Ahead of making an application, please contact Helen Wake, HR Manager at Helen.wake@Pennybrohn.org.uk to organise an informal conversation with CEO, Andrew Hufford and to discuss the recruitment process.

At Penny Brohn UK, we are committed to promoting equality, diversity, and inclusion throughout the organisation. We are proactively taking action to support EDI and Wellbeing to support our ethos of creating a diverse culture that is reflective of both our employees and the lived experience of all communities touched by cancer. We welcome applications from individuals from all backgrounds regardless of age, gender, gender identity, gender expression, ethnicity, sexual orientation, faith or disability.

Trustee Role Description (Voluntary Role)

Introduction
The Board of Trustees are collectively responsible for the overall governance and strategic direction of Penny Brohn UK, its financial health, probity of its activities, developing the organisation's aims, objectives, and goals in accordance with the governing document, and conforming to all legal and regulatory guidelines. All Trustees should be aware of, and understand, their individual and collective responsibilities. This role description should be read in conjunction with the Trustee Code of Conduct.

Key Responsibilities
- To ensure that the charity has a clear vision, mission and strategic direction and is focused on achieving these
- To be responsible for the performance of the charity and for its 'corporate' behaviour
- To ensure that the charity complies with all legal and regulatory requirements
- To safeguard the charity's assets, taking all due care over their security, deployment, and proper application
- To ensure that the charity's governance is of the highest possible standard and conforms to current legislation

Accountability
As the Board are responsible for the governance and functioning of the Charity, they are accountable to a variety of external stakeholders including most notably the Beneficiaries, Funders, the Charity Commission, and Companies House.

Key Tasks

1 Ensure that the charity has a clear vision, mission and strategic direction and is focused on achieving these by:

1.1 Working with Chief Executive (CEO) and Senior Management Team (SMT) to determine a clear vision, mission and strategic plan that are agreed by the Board, and on which there is a common understanding
1.2 Ensuring all detailed plans support the vision, mission, and strategic priorities
1.3 Ensuring the CEO's annual objectives and targets support the achievement of the vision, mission & strategic priorities
1.4 Ensuring the Board policies support the vision, mission, and strategic priorities
1.5 Ensuring there are effective mechanisms to regularly review the strategic plans and priorities
1.6 Engaging in active and constructive challenge of the executive team

2 Be responsible for the performance of the charity and for its 'corporate' behaviour

2.1 To agree the method for measuring objectively the progress of the charity and to receive and review regular reports on the performance of the charity
2.2 To ensure that the fundamental values and guiding principles of the charity are articulated and reflected throughout the charity
2.3 To ensure that views of beneficiaries on the performance of the charity are regularly gathered and considered by the Board
2.4 To act reasonably, prudently, and collectively in all matters relating to the charity and always to act in the interests of the charity
2.5 To appoint the CEO, to set his/her terms and conditions and to ensure that the charity invest in the CEO's ongoing professional development
2.6 To receive regular reports from the CEO on progress towards agreed priorities
2.7 To hold the CEO to account for the management and administration of the charity
2.8 To ensure that the CEO receives regular, constructive feedback on his performance in managing the charity and in meeting his annual objectives
2.9 To ensure that the CEO reflects the attributes of a learning organisation and that all staff, review their own performance and regularly receive feedback
2.10 To agree Board policies

3. Ensuring that the charity complies with all legal and regulatory requirements.

3.1. To be aware of, and to ensure the charity complies with, all legal, regulatory, and statutory requirements
3.2. To be familiar with the rules and constitution that govern the charity, to ensure that the charity complies with its governing documents and to review the governing documents regularly
3.3. To agree the levels of delegated authority, to ensure that these are clearly expressed, understood, and recorded in writing by means of minutes, Terms of Reference for Board committees, job descriptions for honorary officers, and key staff including the CEO

4. To safeguard the charity's assets taking all due care over their security, deployment, and proper application.

4.1. To ensure that the charity has appropriate control systems and procedures for holding in trust for the beneficiaries all monies, properties, and other assets, and to ensure that monies are invested to the maximum benefit of the charity, within the constraints of the law and ethical and other policies laid down by the Board. At all times, ensure that the Charity is not open to abuse by potential unscrupulous suppliers, employees, or volunteers

4.2. To ensure that the major risks to which the charity is exposed are reviewed annually and that systems have been established to mitigate or minimise these risks where possible
4.3. To ensure that the income and property of the charity is applied for the purposes set out in the governing document and for no other purpose
4.4. To act reasonably, prudently, and collectively in all matters relating to the charity and always to act in the interests of the charity
4.5. To be accountable for the solvency and going concern of the charity
4.6. To ensure that intangible assets such as organisational knowledge and expertise, intellectual property, including the charity's good name and reputation are properly valued, utilised, and safeguarded

5. Ensuring that the charity's governance is of the highest possible standard.

5.1. To ensure that the charity has a governance structure that is appropriate to its size and its charitable objects, and that enables the Trustees to fulfil their responsibilities
5.2. To reflect annually on the Board's performance and the performance of Trustees individually
5.3. To ensure that the trustee Board has the skills required to govern the charity well, and has access to relevant external professional advice and expertise
5.4. To ensure that there is a systematic, open, and fair procedure for the recruitment of Trustees
5.5. To ensure that there are succession plans for the Chair and the CEO
5.6. To participate in individual and collective development and training of Trustees
5.7. To abide by the Code of Conduct for Trustees
5.8. To ensure that major decisions and Board policies are made by the Trustees acting collectively and for which they take collective ownership

Additional Information

Statutory Duties:

- The following is a summary of the legal duties all Trustees must fulfil:
- Duty of trust
- Duty to comply with the charity's governing document
- Duty to act in the best interests of the charity, present and future beneficiaries
- Duty to avoid conflicts of interest
- Duty to safeguard assets
- Duty not to benefit from their position
- Duty of care
- Duty to act personally
- Duty to act collectively
- Duty to keep accounts

Trustee person specification:

Each Trustee must have:

- a willingness to devote the necessary time and effort to their duties as a trustee

- strategic vision
- good, independent judgement
- an ability to think creatively
- willingness to speak their mind
- an ability to work effectively as a member of a team

Additional Responsibilities – for Committee Chairs only

- Consulting with CEO and/or relevant member of the Senior Management Team regarding agenda planning, and ensure that the agenda is appropriate and reflects the Terms of Reference for the Committee
- Maintain appropriate contact with and support for the relevant member of the Senior Management Team outside of formal meetings
- Review and approve minutes of Meeting prior to circulation
- Present a verbal report to the full Board, ensuring that all relevant facts are communicated
- To ensure the Terms of Reference of the Committee are reviewed annually
- To be familiar with the requirements of the task and function of a Chair

Meeting Schedule and Attendance
Trustees are expected to volunteer for a minimum of twelve working days/year, as follows:

- Four full Board meetings face to face at the National Centre
- Trustees are required to sit on at least one sub-committee, which are held 3-4 times/year via Teams.
- Occasionally an extraordinary Board meeting may be called and there is an expectation to attend
- Trustees also attend the annual Away Day and AGM

As ambassadors for the charity, the Trustee Board are encouraged to provide Trustee representation at the Charities key events throughout the year

Tenure
Trustees are appointed for a three-year term with a maximum appointment of four terms (12 years)

Expenses
All Trustees are eligible to be reimbursed, should they so choose, for expenses incurred whilst on Board business, including attending Board Meetings.

Penny Brohn UK, Trustee Code of Conduct

1. Introduction

Those who serve on the Board of Trustees of Penny Brohn UK (which is the trading name of Penny Brohn Cancer Care) have responsibilities both under Company Law as Directors and under Charity Law as Trustees. Each Trustee is asked to agree to abide by the Code of Conduct which is set out in this document and to sign the attached declaration accordingly.

2. Purpose of the Code

The Code aims to define the standards expected of Penny Brohn UK's Trustees to ensure that:

- the organisation is effective, open, and accountable.
- the highest standards of integrity and stewardship are achieved; and
- the working relationship with any staff and advisers is productive and supportive.

3. Code of Conduct

3.1 *Selflessness*

The Trustees have a general duty to act with probity and prudence in the best interest of Penny Brohn UK. They should not act to gain financial or other material benefits for themselves, their family, their friends, or the organisation they come from.

3.2 *Integrity*

The Trustees should conduct themselves in a manner which does not damage or undermine the reputation of the organisation, or its staff. More specifically they:

- should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their role.
- must avoid actual impropriety and any appearance of improper behaviour.
- should avoid accepting gifts and hospitality that might be thought to influence their judgement.

3.3 *Objectivity*

In conducting their role, including making appointments, awarding contracts, recommending individuals for rewards and benefits, or transacting other business, the Trustees should ensure that decisions are made solely on merit. In arriving at decisions in areas where they do not have expertise themselves Trustees should consider appropriate professional advice.

3.4 *Accountability*

The Trustees:

- have a duty to comply with constitutional and legal requirements and to adhere to best practice in such a way as to preserve confidence in Penny Brohn UK.
- are accountable to the organisation members and other stakeholders for their decisions, the effectiveness of the Board and the performance of the organisation.

3.5 *Openness*

The Trustees should ensure that confidential information and material, including material about individuals is managed in accordance with due care; so that it remains confidential.

In addition, they should be as open as possible about their decisions and the actions that they take. As far as possible they should give reasons for their decisions and restrict information only when the wider interest clearly demands.

3.6 ***Honesty***

The Trustees have a duty to avoid any conflict of interest as far as is reasonably practicable. They must make known any interest in any matter under discussion which: -

- creates either a real danger of bias (that is, the interest affects him/her, or a member of his/her household more than the generality affected by the decision); or,
- might cause others to think it could influence their decision and therefore in such a situation, he/she should declare the nature of the interest and withdraw from the room, unless the remaining Trustees agree otherwise.

3.7 ***Leadership***

The Trustees must:

- promote and support the principles of leadership by example.
- strive to attend all meetings regularly, ensuring they prepare for and contribute appropriately and effectively.
- bring fair- and open-minded view to all discussions of the Board and should ensure that all decisions are made in the charity's best interests.
- respect the role of any staff.
- accept and respect the difference in roles between the Board and staff, ensuring that the honorary officers, the Board, and any staff work effectively and cohesively for the benefit of the organisation, and develop a mutually supportive and loyal relationship.
- having given delegated authority to any of their number or to any staff, be careful - individually and collectively - not to undermine it by word or action.

4. Trustee Declaration (to be signed upon appointment)

I declare that:

- I am over age 18
- I have signed the attached trustee eligibility declaration
- I undertake to fulfil my responsibilities and duties as a Trustee of Penny Brohn UK in good faith and in accordance with the law and within Penny Brohn UK's objectives/mission.
- I do not have any monetary interests in conflict with those of Penny Brohn UK (either in person or through family or business connections) except those that I have formally notified in a conflict-of-interest statement. I will specifically notify any such interest at any meeting where trustees are required to make a decision which affects my personal interests, and I will unless agreed otherwise absent myself entirely from any decision on the matter and not vote on it.
- I will abide by this Code of Practice for Trustees of Penny Brohn UK.

5. Associated Documents

- Trustee Role Description
- Trustee Expenses Policy

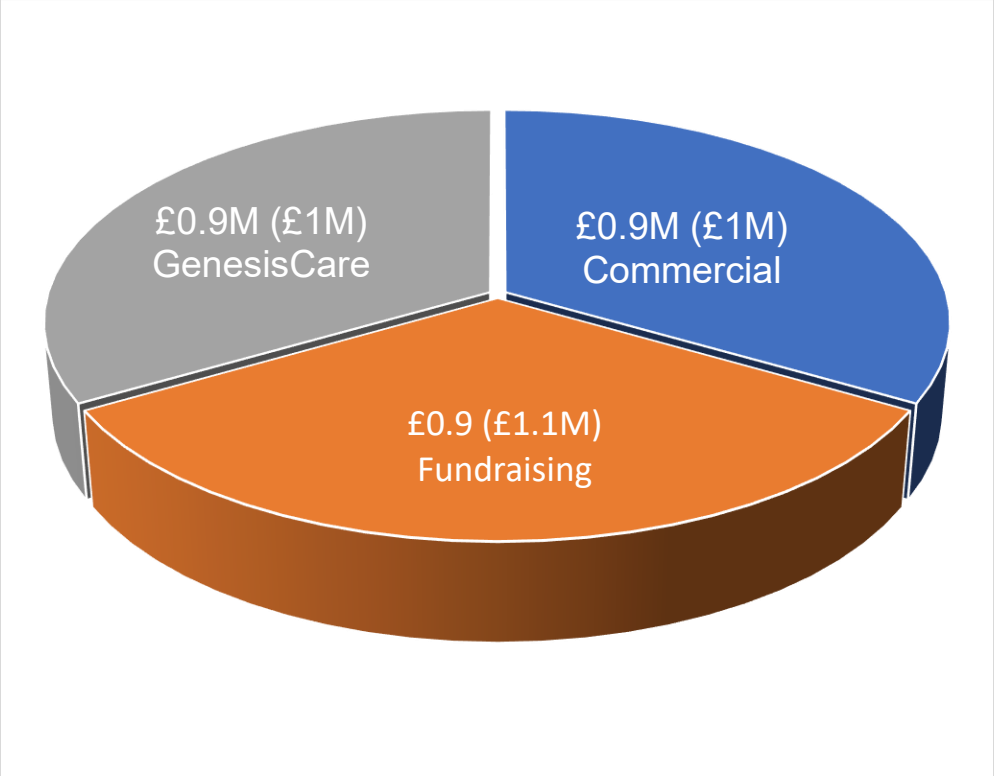
Penny Brohn UK – 2025 Income Breakdown

Penny Brohn UK draws its income from three specific areas as shown below:

GenesisCare – the charity is in a contractual partnership with GenesisCare and provides support to cancer patients though 14 GC centres nationwide.

Commercial – income is via the hospitality income stream (the letting of space at the National Centre) and the Penny Brohn UK retail shops at the National Centre and Queens Road in Bristol.

Fundraising – income is via a variety of traditional income streams managed by the Penny Brohn UK Fundraising team.



£2.7M in 2024/25

£3.1M in 2025/26

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