

TRUSTEE FINANCE 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:

TRUSTEE & FINANCE COMMITTEE MEMBER

ARE YOU?

- A finance professional with broad experience across multiple areas of a business in a senior leadership role.
- Over the age of 18
- Willing to devote the time and energy needed (approximately 12-14 days per year to include meeting preparation time/reading papers)

CAN/WILL YOU?

- Listen to and promote the voice of children, young people and their families in particular, via our Voice Board - our group of young people with cancer and parents which ensures that lived experience is at the heart of our governance. Ensure their voice informs the governance of Young Lives vs Cancer
- Act as an ambassador for Young Lives vs Cancer and the children, young people and families we support
- Listen to 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.
- Say what you think, especially when you disagree – showing sound, independent judgement – and encourage others to do the same
- See the big picture and think strategically
- Work as part of a team
- Commit to a 3-year term; initially shadowing our existing Treasurer and Chair of the Finance Committee for a one year period with a view to then being appointed Treasurer and Chair of the Finance Committee in year two.

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.

TRUSTEE ROLE AND RESPONSIBILITIES

As a Trustee you will play a vital role in helping Young Lives vs Cancer to thrive so that families do not face cancer alone.

With the rest of the Board of Trustees you will be governing Young Lives vs Cancer and direct how the charity is run.

The Board of Trustees:

- Provide a clear and inspiring strategic direction for the charity that gives young lives the best possible support within the resources we have
- Determine the purpose and values of the charity that are core to why we are here and who we are
- Develop organisational goals and achievable strategic plans that move us towards our goals
- Evaluate performance and hold us to account for meeting our targets.

Legally, a Trustee must:

- Ensure the charity pursues its objects – these are the reason we are here
- Always act in the best interests of children and young people with cancer and their families
- Comply with the charity's governing documents
- Ensure the charity's resources are managed responsibly and effectively to fulfil the charity's objects
- Act with reasonable care and skill to benefit the work of the charity.

To fulfil this role, all Trustees will:

- Listen to and promote the voice of children, young people and their families in particular, via our Voice Board - our group of young people with cancer and parents which ensures that lived experience is at the heart of our governance. Ensure their voice informs the governance of Young Lives vs Cancer
- Listen to the views of staff, 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. During your time as a Trustee you will visit the Young Lives vs Cancer services
- Understand the impact, reach and financial health of the charity, approving plans, budgets and policies as needed, and supporting innovations that make best use of our resources
- Review the risks and opportunities facing the charity and how we are managing these
- Provide support and challenge the Executive Team, understanding the difference in role between the Board and the Executive
- Ensure the charity has a strong safeguarding culture with effective systems, control and assurance processes in place

- Ensure the charity has a strong culture of diversity, equity, inclusion and belonging, and has effective systems and controls for these and other areas
- Appoint the Chief Executive Officer and monitor their performance
- When needed – represent and promote Young Lives vs Cancer externally
- Contribute actively to the work of the Board, preparing for and attending Board and sub-Committee meetings
- Protect and enhance the reputation of the charity through your personal behaviour, governance oversight and activities on behalf of the charity
- Proactively identify and report any conflicts of interest and maintain confidentiality.

You may also need to take part in performance review, recruitment, grievance and disciplinary panels as required. All trustees will have conversations about their own performance with the Chair as part of their role on the Board, and contribute to those for other trustees and members of the Executive Team. You will be required to operate in line with a range of relevant policies and procedures.

Every Trustee brings a different set of skills, knowledge and experience – they use these to help the Board of Trustees reach sound decisions.

What you will bring

The ideal candidate will have:

- General finance experiences in private, public, or third sector organisations
- Experience in organisations with multiple functions
- A commercial and strategic mindset
- Strong understanding of financial governance
- *However we are not looking for specialists in internal audit or those with experience limited to financial control*

This experience is crucial, not just for their role as a Trustee, but also for their membership of the Finance Committee as it involves managing and optimising the charity's financial resources, ensuring financial sustainability, and making strategic financial decisions. Starting as a Trustee and transitioning into the role of Treasurer and Finance Committee Chair after a year means we are looking for someone who can apply their skills and experience in a meaningful way, shaping the charity's financial strategy and contributing to its long-term success.

At Young Lives vs Cancer, we believe that our Board of Trustees should reflect the communities we serve. We recognise that opportunities for too many people remain a condition of their race, class, sex, disability, sexual orientation – or a combination of these factors. This has never been acceptable to us as an organisation. 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.

To be a Trustee 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 to be a Trustee, but you do not need to have done it before or worked in another charity. You will show a willingness to understand and accept the legal duties, responsibilities and liabilities of trusteeship but we can help you develop these skills.

Terms of office

The role of Trustee is a voluntary (unpaid) position and a Trustee holds office for a term of three years. You may be re-appointed for a second term of office by the Board, depending on the needs of the Board. In exceptional cases, trustees may be appointed for a third term of office.

Time Commitment

The time you spend volunteering as a Trustee will depend on your circumstances and will be discussed with the Chair. We know that everyone has different commitments and we want to make the Board work as well as possible for everyone. The sum total of time that most Trustees expect to spend is around twelve-fourteen days a year with the charity, including meetings, preparation and reading time, visiting services and engaging with staff, volunteers, service users and supporters.

Meetings

There are four Board meetings a year and they each last around five hours. They are face to face meetings, and are usually held in central London. There is an annual 2-day workshop for the Board and senior management team, which includes an overnight stay. Travel expenses for all meetings can be met in full by the charity, this includes the cost of an overnight stay if this is required. All costs are covered for attendance at the workshop. You are expected to attend each Board meeting and the workshop.

In addition, there are currently five different Board sub-committees:

- Governance and People Committee
- Finance Committee
- Audit and Risk Committee
- Safeguarding Committee
- Impact Investment Committee

They each meet between three and four times a year; each meeting lasts for approximately two hours.

All trustees will join one or more of these sub-committees; **this role will join the Finance Committee**. These committee meetings are held 4 times per year, online.

For each meeting you will need some time to read relevant papers (included in the expected 12 – 14 days per year).

More information about the role of the Finance Committee will be provided on application/prior to interview.

TERMS OF APPOINTMENT, TIMESCALE AND PROCESS

How to apply

For an informal chat about the role please contact emily.godson@younglivesvscancer.org.uk

Applications close: 27/04/2025

To apply please complete a short [application form](#) and email your CV and a covering letter in Microsoft Word or PDF format to recruitment@younglivesvscancer.org.uk

Interviews will begin w/c 12/05/25 via MS Teams

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 recruitment process inclusive, and making the reasonable adjustments you need so that being a Trustee 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.

Staying in touch and getting involved

You will be joining a 700 strong volunteer team, passionate staff team and army of supporters that enable us to be there for children and young people. Getting involved and understanding these groups of people will aid/be part of your role as Trustee. You will receive a fortnightly update tailored to you as a Trustee, as well as regular correspondence from relevant members of the Executive and Corporate Governance teams.

Additionally, there will be opportunities for you actively volunteer at events and engage with our work, allowing you to explore areas of specific interest to you and make a tangible impact. Your level of involvement can be adjusted based 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 Board. You will be supported by members of our workforce and other Trustees to get to know the charity and the role, and you will attend training on the duties of a Trustee. You will also have the opportunity to visit our services to see what actually happens on the ground and will receive all the essential documents and policies.

Expenses

Being a Trustee 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.

Criminal Record Check

To ensure the integrity and excellence of our Trustee roles, it is essential that candidates provide two satisfactory references and undergo a basic criminal records check.

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](#).

**WE WANT A
BETTER
FUTURE
FOR CHILDREN
AND YOUNG
PEOPLE WITH
CANCER**



Please visit [North Star – Young Lives vs Cancer](#)
to read more about our North Star vision and
THE TIME IS NOW: OUR 2024/27 STRATEGY

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

YOUNG LIVES vs CANCER



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