

## **Role and Organisational Profile**

**Position:** Trustee (Fundraising)

**Date:** October 2021

### **About Ovarian Cancer Action**

**Action. One third of our name and 100% of what we're about.**

One woman dies in the UK from ovarian cancer every two hours. Although five-year survival rates for ovarian cancer are improving, other cancers, such as breast cancer, had better survival rates two generations ago than ovarian cancer does today. We're here to change all that. And we're following two routes to achieve that change: awareness raising and scientific research.

#### **Raising awareness for the quickest impact**

We're campaigning to increase awareness and improve understanding of symptoms among the public and GPs. The symptoms of ovarian cancer can easily be attributed to other, less serious conditions such as IBS, or even to the menopause, but the sooner ovarian cancer is diagnosed the better the chance of survival. So education is vital. And we know it's where we can make the quickest impact.

#### **Funding research for the biggest impact**

The biggest impact we can make comes from our main area of focus: scientific research. Over the last fifteen years, our efforts to fund and facilitate the very best ovarian cancer research have achieved dramatic results. But, of course, there's more work to be done. We're now committed to funding the next generation of research and to accelerating progress in three main areas: preventing the disease, diagnosing it early, and developing effective, personalised treatments. We believe this approach will help more women survive ovarian cancer than ever before.

## About the role

Ovarian Cancer Action is looking for Trustees to play an essential role in the governance of the charity, ensuring that the way OCA is governed is to the highest possible standard. Trustees will oversee the strategic direction of the charity, working alongside the Chief Executive and senior staff in accordance with the charity's objectives, vision and values. The Trustee will also maintain direct contact with the Chair.

This Trustee role will bring insight and expertise to support OCA's development and fundraising ambitions in order to increase its impact. The successful candidate will chair the Fundraising and Communications Committee of OCA, which oversees its fundraising and communications strategy. They will support robust performance measurement of fundraising and communication activity and ensure that strategies converge and align cross functionally to deliver cohesive, best practice outcomes.

In this role, the new Trustee will act as an ambassador for the charity, promoting its vision to improve the survival rates of ovarian cancer in the UK. The successful candidate will be committed to advancing OCA and will bring insight and expertise to support its development and increase its impact.

This is a volunteer unremunerated role, with responsibilities both under Company Law as a Director and under Charity law as a Trustee.

Please see below for a full role description and person specification.

### How to apply:

Cancer Action is partnering with Nurole, the leading board-level hiring platform, for the Trustee appointments. To find out more and apply please request Nurole membership, which is free and completely confidential.

You can access further details and request membership for the Trustee role (Fundraising) [here](#).

If any assistance is needed please contact [enquiries@nurole.com](mailto:enquiries@nurole.com). Alternatively, for a confidential discussion about the role, please contact [laura.balbirnie@gmail.com](mailto:laura.balbirnie@gmail.com).

The deadline for applications is 5.00 pm Wednesday 3rd November.

## Role Description

**Position:** Trustee (Fundraising)

**Reporting to:** Chair of Trustees

### Statutory and specific duties

- To ensure that Ovarian Cancer Action complies with its governing document (Memorandum and Articles of Association), charity law, company law and any other relevant legislation and regulations
- Contribute actively to the Board of Trustees' role in giving firm strategic direction to OCA, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of Ovarian Cancer Action
- Ensure the effective and efficient administration of OCA and ensure its financial stability.
- Protect and manage the property of OCA and ensure the proper investment of the OCA funds
- Serve as a means of communication with communities the charity exists to serve
- Bring valuable professional skills, knowledge and experience of benefit to the charity
- Ensure that the charity is well-managed by appointment of senior executive staff
- To regularly review the skillset of the board (with all trustees) to identify gaps and the need for new trustees
- To always act in the best interests of the charity
- To actively participate in achieving the objectives of the charity
- To oversee the appointment of sub-committee members and act as chair to an appropriate committee if required
- Contribute specific knowledge, skills, experience, interests and contacts to maximise the Charity's ability to raise income and to influence and fulfil its remit

**Trustees can help Ovarian Cancer Action by:**

- Acting as an ambassador for the charity, promoting our vision to improve the survival rates of ovarian cancer in the UK
- Provide introductions to key contacts who might be interested in the work of Ovarian Cancer Action, or who the charity would benefit from working with
- Supporting Ovarian Cancer Action's fundraising activity, working with supporters, major donors and trusts as appropriate
- Working closely with other Trustees to maintain an effective Board
- Providing strategic advice
- Inputting on governance, processes and effective running of the charity.

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This may involve focusing on key issues; providing guidance on new initiatives; leading discussions; or other issues in which the trustee has special expertise. Particular areas of responsibility i.e. safeguarding are delegated to individual trustees as appropriate.

**Ovarian Cancer Action commits to:**

- Equip trustees with the latest information about our work and ovarian cancer research so they are well informed to act as ambassadors
- Provide Trustees with opportunities to explore the research labs and meet with the scientists we fund at both Imperial College London and University of Oxford
- Provide an induction to the charity and welcome from existing Trustees

## **Person Specification – Trustee (Fundraising)**

Trustees of OCA will strongly identify with OCA's aims to see faster progress to make ovarian cancer a survivable cancer

A breadth of skills, expertise and experience in a variety of fields, combined with an in-depth understanding of the work and ambitions of the charity is fundamental to the effectiveness of the Board.

All Trustees should also be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual trustees in any particular aspect of the governance of the charity.

Previous non-executive director experience is not essential for this appointment.

Trustees must also meet the following requirements:

### **Experience:**

- Current experience in a senior role, preferably with experience of committee and governance work
- A proven track record of sound judgement and effective decision making
- Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues
- A history of impartiality, fairness and the ability to respect confidences

### **Knowledge, skills and understanding:**

- A strong commitment to the vision and strategic objectives of Ovarian Cancer Action.
- A willingness to commit the necessary time and input to fulfilling the role.
- Good, independent judgement and strategic vision.
- An understanding of the legal duties, responsibilities and liabilities of trusteeship (training will be given as part of trustee induction).
- The ability to work effectively as a member of a team while contributing an independent perspective.
- An ability to take decisions in the best interests of OCA.
- Willingness to be available to staff for advice and enquiries on an ad hoc basis.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship

**Experience requirements specific to the Fundraising Trustee:**

We are looking for a trustee with specific experience, knowledge and skills in fundraising and communications.

You will chair our Fundraising and Comms Committee which oversees our fundraising and comms strategy, to support robust performance measurement of fundraising and comms activity and to ensure that fundraising and comms strategies converge and align cross-functionally to deliver cohesive, best practice outcomes.

Summary of person specification requirements:

	<b>Essential</b>	<b>Desirable</b>
Experience	Fundraising experience	Experience of working in a charity in a senior role Charity comms experience Or experience of working in a comms agency in a senior role, ideally with health / not-for-profit experience
Knowledge, skills, understanding	Philanthropy. Charity fundraising in general	Knowledge of using Data & Insight Well connected in charity sector Comms campaigns Supporter journeys
Connections and introductions	Willing to make introductions to networks, companies or peers	Willing to make a fundraising ask

**Minimum time commitment:**

- Trustees are expected to attend all board meetings. The Board meets at least four times a year.
- Trustees nominated to sit upon sub-committees will be expected to be in attendance for additional meetings throughout the year.
- Papers are circulated prior to the meeting and preparatory reading is expected.
- In addition to board meetings, other contact, usually electronic or by telephone, may be necessary.
- A willingness to undertake trustee training to support and equip them in discharging their trustee duties.

**The term:**

Trustees are appointed for an initial term of 3 years. Trustees may be elected by the current Board of Trustees for up to 2 subsequent terms of up to 3 years each, provided that no person may serve as a Trustee for more than 9 years. Trustees may require a Trustee to retire at any time by unanimous agreement