

Leukaemia Care
YOUR Blood Cancer Charity

TRUSTEE

RECRUITMENT PACK



www.leukaemiacare.org.uk

One Birch Court, Blackpole East,
Worcester, WR3 8SG



Leukaemia Care is the UK's leading leukaemia charity. For over 50 years, we have been dedicated to ensuring that everyone affected by leukaemia and associated conditions receives the best possible diagnosis, information, advice, treatment, and support.

In 2024, our support services were accessed more than 60,000 times.

- Over £100,000 was paid out to those in need via our Cost of Living fund.
- Over 600 people were supported by Leukaemia Care navigators in hospitals across the country.
- Our Advice Service was accessed over 2,000 times.

"You fear the worst when you're diagnosed with cancer, but Leukaemia Care provides compassion, help and support for those in need."

ABOUT US

ABOUT THE ROLE

Leukaemia Care's Board of Trustees works to ensure that the charity is able to fully deliver on its purpose and mission.

The Trustees are responsible for the effective and legal governance of the organisation, making sure that the charity is carrying out the purposes for which it was established, and is working for the public benefit and in line with the charity's own governing documents.

The Board is currently looking for potential Trustees from across the UK who are able to bring knowledge and experience in the fields of charity finance and marketing.

Qualities, skills and abilities for this role:

- Good people and collaborative skills.
- Able to commit enough time to the role.
- Diplomacy and sensitivity.
- Confidentiality.
- Good independent judgment.
- Ability to work effectively as a member of a team.
- Integrity, openness, honesty.

For more information, click [here](#) to read The Essential Trustee guidance.

There are a number of rules stipulated by the Charity Commission regarding the qualification of a person to act as a Trustee. Leukaemia Care will always undertake due diligence checks, (such as DBS) to ensure that all members of the Board meet these standards. More information is available [here](#).

CURRENT VACANCIES

We are currently recruiting two new Trustees for the following roles

MARKETING AND COMMUNICATIONS

We are looking for a senior communications professional who has leadership experience and expertise in strategic communications, branding, digital campaigns and marketing. Some fundraising experience would also be advantageous.

The ideal person will also bring strong connections, networks and influence to the organisation, and will be keen to help the charity build its profile, messaging, impact and awareness. This is a key area for the charity's development and should help to bring an entrepreneurial approach to the Board, while supporting the charity's Director of Engagement and communications team.

More information on the charity's current marketing and communications activity and strategy is available if required.

FINANCE

We are looking for a senior financial/accounting professional to work alongside our current Treasurer with a view to succeeding them in the coming years. This person will play an important role in ensuring the financial viability of the organisation, working with the Head of Finance to ensure that the charity's financial affairs are legal, constitutional and within accepted accounting practice. This includes compliance with charity law, company law and all other relevant legislation or regulations.

The ideal person will work with the independent auditors on the annual Statutory Accounts process, be fully involved in budget setting, ensure that effective financial procedures and controls are in place, and will help to ensure that the Board and senior managers are aware of their financial obligations.

The ability to interpret and clearly communicate financial data, and an understanding of charity accounts would be an advantage.

For both roles, you don't need to have been a Trustee before. What matters is your commitment to our values and your ability to think strategically, challenge constructively, and act in the best interests of the charity.

About our Board and commitment:

You will join a dedicated and skilled group of Trustees and support the charity with our growth and development. Find out more about our Trustee board [here](#).

As part of the Board, you will be responsible for the organisation's governance, strategic direction and sustainability alongside a highly committed and welcoming team. Your commitment will extend to:

- Board of Trustees meetings (four per year*).
- In-person attendance at the charity's AGM (full day).
- Contribute to the work of Sub-committee (around three per year).
- Ad hoc availability as matters arise (by telephone/teleconference).
- Attendance at key Leukaemia Care events.
- Commit to the Board of Trustees for at least four years.

*Board meetings take place in hybrid form. Trustees can claim reasonable expenses, including help with travel and childcare.

The Board take collective responsibility to ensure:

- The charity complies with its Memorandum and Articles of Association, the Charity Governance Code, charity law, company law, and any other relevant legislation or regulations.
- The charity's resources are managed responsibly and applied exclusively in pursuance of its charitable objects.
- Key risks to which the charity may be exposed are reviewed regularly, and that systems are in place to mitigate those risks.
- The charity's finances are systematically accounted for, audited and reviewed regularly.
- There is proper and managed investment of the charity's funds.
- All necessary statutory reporting is completed fully and on time.
- There is effective and accountable leadership and administration of the charity.
- The charity's executive and wider team are fully supported, and are accountable in their work to pursue the charity's objects and deliver its agreed strategy.
- The charity's Scheme of Delegation is in place, understood and followed.
- The reputation and values of the charity are safeguarded.

Members have a key role in:

- Setting the charity's strategic direction within its charitable objects, and leading on any changes and developments.
- The defining of organisational goals and targets, and the evaluation of performance against those targets – particularly in areas where the Trustee has specific skills knowledge or experience.
- Positive change and development within the organisation, including productive relationships with the Chief Executive and Senior Management Team.

Members are expected to:

- Have a commitment to the aims and values of Leukaemia Care.
- Understand the needs of people affected by leukaemia and associated conditions in the UK.
- Use the experience they have in their specific field to help the Board and the wider charity reach sound decisions.
- Act in the best interests of the charity, and with integrity.
- Be able to allocate a suitable amount of time to the effective execution of the role.
- Be fully prepared for attending, and positively contributing to meetings (and any Sub-committee meetings) whenever possible.
- Provide positive challenge where appropriate.
- Familiarise themselves with the organisation's governance documents and key policies.
- Be satisfied the organisation's internal controls and administration arrangements are effective, relevant, and aligned with the Charity Commission and Charity Governance Code guidance.
- Complete all required training on Trustee knowledge and understanding, including the requirement to be able to apply it to the organisation.
- Be a member of at least one Board Sub-committee and contribute positively to its responsibilities and development.
- Represent the charity externally when appropriate, including attendance at events or in discussions with partners.
- Declare any conflicts of interest that may arise.

HOW TO APPLY

If you would like more information about the role, please get in touch by emailing Chief Operating Officer Monica Izmajlowicz at monica.izmajlowicz@leukaemiacare.org.uk.

We are an equal opportunities employer and want to ensure our recruitment process is accessible and inclusive for all. If you require reasonable adjustment(s) at any stage, please let us know.

To apply for the role of Trustee at Leukaemia Care, please send an up-to-date CV and a covering letter explaining your motivation to jobs@leukaemiacare.org.uk