

**Leukaemia Care**  
YOUR Blood Cancer Charity

# TRUSTEE

## RECRUITMENT PACK



[www.leukaemiacare.org.uk](http://www.leukaemiacare.org.uk)

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

# WELCOME FROM THE CHAIR

Thank you for taking the time to consider joining Leukaemia Care as a Trustee.

It is a crucial role helping to steer this wonderful charity as we continue to develop our work to ensure that everyone affected by leukaemia receives the best possible diagnosis, information, advice, treatment and support.

The Board of Trustees is instrumental in making sure that we continue to deliver on our strategic aims and, as we drive the charity forward, we are now looking to bring in new Trustees to help us in the next phase of our development.

The right candidates will have the time and experience required to contribute positively to both the Board and the wider organisation, and will, in return, benefit hugely from the opportunity to play an important part in our impactful work.

The Board is currently looking for potential Trustees from across the UK who are able to bring knowledge and experience in the fields of NHS service delivery, finance, law, marketing, and fundraising to the organisation, although it is open to all applications from people with a wider background and set of skills, including those with an entrepreneurial background.

The charity provides a Helpline staffed by qualified nurses who provide in-depth information and advice, Hospital Hubs staffed by Leukaemia Care Navigators around the country providing support to clinical oncology nurses and staff, Support Groups and a Buddy Support scheme to promote peer-to-peer support and shared experience, a Welfare and Advocacy Support Team to help ensure patients and those around them have access to all the support available, and a Cost-Of-Living Grants programme.

# WELCOME FROM THE CHAIR

In addition, the charity is the leading provider of information for patients in all areas of leukaemia and associated conditions, both in print and online, and we work to influence where appropriate to drive positive results for patients both now and in the future. That includes work to raise awareness of the need for better understanding and treatments through campaigns such as Spot Leukaemia.

We are proud to be able to say that we have a genuine impact on the lives of people living with leukaemia and the people around them, and we are ambitious to reach more of those people that need us in the coming years.

Leukaemia Care is committed to equality of opportunity, inclusivity, and values diversity. We want to be an organisation that is reflective of the communities and families that we support. Therefore, we actively encourage and welcome applications from candidates of diverse cultures, perspectives and lived experience who will bring a fresh perspective to the Board.

If you share our vision, values and passion for improving the lives of people living with leukaemia, and believe you have the skills and experience we need, we look forward to hearing from you.

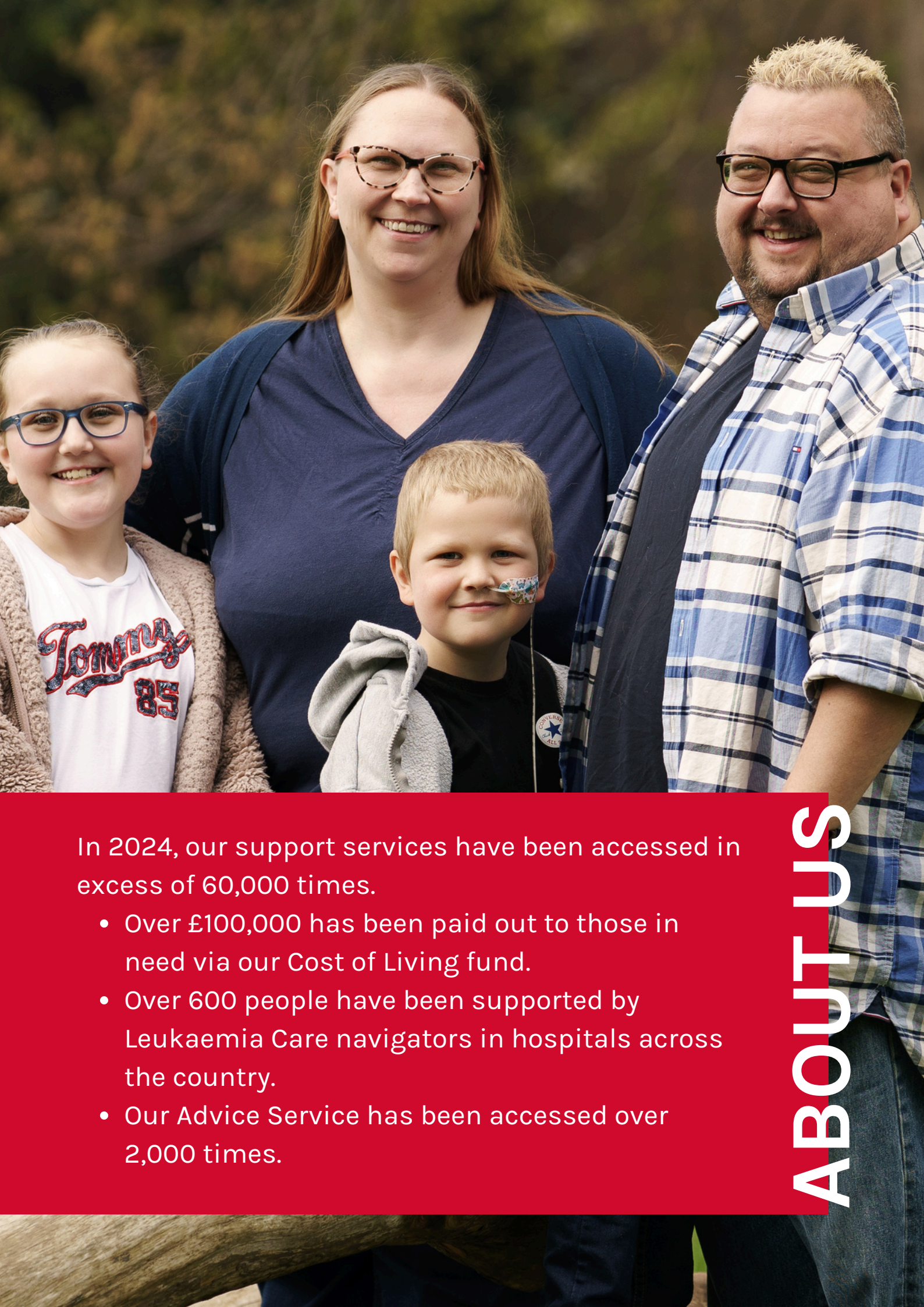
Chris Matthews-Maxwell  
**Chair of the Board**



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

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

**ABOUT US**



In 2024, our support services have been accessed in excess of 60,000 times.

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

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 - that everyone affected by leukaemia and associated conditions receives the best possible diagnosis, information, advice, treatment and support.

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 NHS service delivery, finance, law, marketing, and fundraising to the organisation, although it is open to all applications from people with a wider background and set of skills, including those with an entrepreneurial background.



# KEY BOARD RESPONSIBILITIES

## The Board of Trustees takes collective responsibility for ensuring that:

- The charity complies with its Memorandum and Articles of Association, charity law, company law, and any other relevant legislation or regulations.
- The charity works under its charitable objects as defined in its Memorandum and Articles of Association.
- The charity applies its resources exclusively in pursuance of its charitable objects.
- The charity is compliant with the Charity Governance Code.
- Key risks to which the charity may be exposed are reviewed regularly, and that systems are in place to mitigate those risks.
- The charity is financially, and that 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.
- The charity's resources are managed responsibly.
- 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.

# INDIVIDUAL TRUSTEE RESPONSIBILITIES

## **Members have a key role in:**

- Setting the charity's strategic direction within its charitable objects, and leading on any changes and developments to that strategy.
- 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 related 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, at all times.
- 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 Trustee 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 that 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.

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, etc.) to ensure that all members of the Board meet these standards. More information is available [here](#).

### **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.

**QUALITIES**

# 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 (approximately 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 - online and in person from our HQ in Worcester/other premises. Trustees can claim reasonable expenses, including help with travel and childcare.



If you would like more information about the role, please get in touch by e-mailing Chief Operating Officer Monica Izmajlowicz at [monica.izmajlowicz@leukaemiacare.org.uk](mailto: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](mailto:jobs@leukaemiacare.org.uk) by Friday 21st March.

TO APPLY

Find out more about us online at  
[www.leukaemiacare.org.uk](http://www.leukaemiacare.org.uk)

Or get in touch:

Email: [jobs@leukaemiacare.org.uk](mailto:jobs@leukaemiacare.org.uk)

Phone: 01905 755977