



**Solving  
Kids'  
Cancer  
UK**

## **RECRUITMENT PACK Trustee**



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**We are fighting for a future where no child dies of the childhood cancer neuroblastoma or suffers due to the treatment they receive**



## Welcome

We're delighted that you're interested in volunteering as a Trustee for Solving Kids' Cancer UK. Included in this pack is some background information to help you get to know the charity and details about the role.

Solving Kids' Cancer UK is a very special charity with a dedicated and passionate team of staff and Trustees. We are proud of our parent-led ethos - we have parents with lived experience of neuroblastoma working at every level of our charity, from volunteers to employees, to our Board of Trustees. This means that the work we do is always informed by those who have first-hand experience of neuroblastoma and ensures we remain focused on addressing the challenges faced by the people who need our support most. Our Board itself is a balanced mix of Trustees with-and-without lived experience of neuroblastoma who work closely together. All Trustees freely devote their time, energy and professional knowledge, skills, and experience to help Solving Kids' Cancer UK make the greatest impact for children and families affected by neuroblastoma by becoming the best version of itself that it can be.

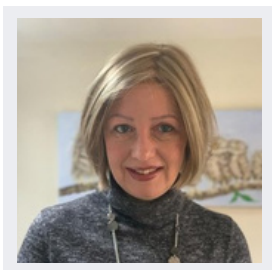
It's an exciting time to be joining us as we recently refreshed our brand and launched a new five-year strategy. Over the coming years, Solving Kids' Cancer UK will remain neuroblastoma focused, but with flexibility to operate in support of children with cancer more broadly, where doing so will have the greatest potential impact - including for children with neuroblastoma. We will work with existing and new partners, to launch our most ambitious research funding award to-date with a focus on accelerating more effective treatments. We aim to reach all families of children diagnosed with neuroblastoma in the UK, providing a broader range of practical, emotional, and financial support throughout their journey. And we will continue to advocate for children and families affected by childhood cancer, having recently developed our first public affairs strategy, to more boldly champion the needs of children diagnosed with neuroblastoma and other childhood cancers.

If you're excited about joining us on this journey towards our vision where no child dies from the childhood cancer neuroblastoma or suffers due to the treatment they receive, please consider applying.

We look forward to hearing from you.

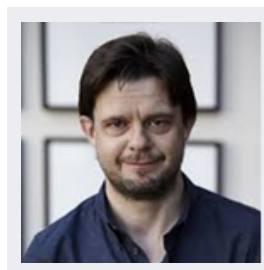
**Gail Jackson | Chief Executive Officer**

A handwritten signature in black ink, appearing to read "Gail Jackson".



**Nick Bird | Chair of Board of Trustees**

A handwritten signature in black ink, appearing to read "Nick Bird".





## About Solving Kids' Cancer UK

Solving Kids' Cancer UK is a small but mighty charity with children firmly at its heart. We are fighting for a future where no child dies of the childhood cancer neuroblastoma or suffers due to the treatment they receive.

Neuroblastoma is a rare and complex childhood cancer. Around 90% of neuroblastoma cases occur in children younger than five years of age, making it the most common cancer in infants. The work of Solving Kids' Cancer UK is parent-informed and we develop our services in response to the needs of the community we work with.

Our organisation is passionate about speeding up pioneering clinical research that will save lives and improve outcomes for children. Our advocacy work within the neuroblastoma research world means we are uniquely placed to use our influence and reputation alongside our accredited research funding framework to make a difference for children now and in the future.

Our Family Support Service provides emotional, practical and financial support, and impartial information on the latest treatments available, and where appropriate supports families to access treatment options for their child that are not currently available on the NHS.

We are a voice for children and their families. In every conversation we amplify their voice and ensure children are at the heart of all we do. We will not stop until children with neuroblastoma, in the UK and beyond, have access to the treatment they need, when they need it.



## Our vision, mission and strategy

### Vision

A future where no child dies of the childhood cancer neuroblastoma or suffers due to the treatment they receive.

### Mission

Helping those affected by neuroblastoma, an often aggressive and deadly childhood cancer, by

- **Initiating and funding** best-in-class clinical research
- **Providing hope**, information, and support to families throughout their cancer journey
- **Raising awareness** of childhood cancer, advocating and campaigning for positive change.

### Strategy

Our strategic plan 2022 - 2027 has been informed by our stakeholders and developed in line with our vision; ensuring we have a blueprint for our growth, sustainability and stability into the future. Our strategy is driven by three key pillars: **Research, Support and Awareness**.

**STRATEGIC PLAN 2022-2027**



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**Our strategy**

To underpin the delivery of our five-year strategy, our work will be guided by an internal implementation plan centred around three key enablers and a clear focus on our vision and values.

**Sustainable**  
We will ensure our charity remains financially robust to deliver against our strategic objectives, securing the funds required.

**Good governance**  
We will continue to build a strong culture of compliance, transparency and continuous improvement at all levels of the organisation.

**Impact**  
We will measure and showcase the impact of our work and demonstrate return on investment to our supporters.

**Our work is driven by three key pillars**

Research	Support	Awareness
<p><b>Accelerate clinical trial development</b> We will focus on the development of new treatments by investing in clinical research and working with valued partners for maximum impact.</p> <p><b>Prioritise the needs of children</b> We will engage with families to identify areas of unmet need, challenging experts to find solutions and work together to deliver maximum impact through the research we fund.</p> <p><b>Foster collaboration</b> We will build and strengthen international partnerships to share expertise, best practice and resource, whilst building knowledge.</p>	<p><b>Reach ALL families</b> Every family of a child diagnosed with neuroblastoma in the UK will have access to our support service from the point of diagnosis.</p> <p><b>Broaden range of support</b> We will develop and expand our support offer in line with what families tell us they need.</p> <p><b>Inform and support decision making</b> We will ensure families have access to the most current and scientifically robust data from around the world and support their decision to access the best treatment possible.</p>	<p><b>Research advocacy</b> We will amplify the voice of the children and parents, seeking to advance science and understanding of the disease alongside patient-centric research.</p> <p><b>Patient advocacy</b> We will champion the needs of individual children and their families, providing parent-led support around decision-making to improve treatment outcomes.</p> <p><b>Awareness and campaigning</b> We will raise the profile and support the treatment needs of children with neuroblastoma and other childhood cancers with the general public, government and public bodies.</p>

**Our values**

**Caring  
Transparent  
Collaborative  
Inclusive  
Determined  
Hopeful**

[solvingkidscancer.org.uk](http://solvingkidscancer.org.uk)

Solving Kids' Cancer UK, Coram Campus, 41 Brunswick Square, London WC1N 1AZ  
E: [info@solvingkidscancer.org.uk](mailto:info@solvingkidscancer.org.uk) T: 020 7284 0800

Solving Kids' Cancer UK is a registered charity in England and Wales: 1135601 and in Scotland: SC045094.



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UK**

## Our values



### Transparent

We are open and honest about all that we do and how we do it.



### Caring

We care passionately about children with neuroblastoma and their families and all those who care for them, including our staff, volunteers and supporters.



### Collaborative

Relationships are at the heart of our work – from the children and families we work with to the individuals, organisations and networks that are involved in their care.



### Inclusive

Our services are developed to ensure they meet need and we aim to make them accessible to all.



### Determined

We lead with tenacity and are unfaltering in our drive to help, support and fight for children with cancer.



### Hopeful

We have a strong sense of optimism and hope is at the heart of all that we do.



## Our team

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### Board of Trustees

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**Chair**

Nick Bird

**Treasurer**

David Coulon

Matt White

Dr Aine McCarthy

Alex Lane

Joey Tabone

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### Chief Executive

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**Chief Executive Officer**

Gail Jackson

**Executive Assistant**

Georgina Clark

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### Finance

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**Director of  
Strategic Finance**  
Gemma Wadsley

**Senior Finance Manager**  
Sue McGregor-Ogden

**Finance Officer**  
Ed Fordham

**Finance Assistant**  
Val Wood-Brignall

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### Operations

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**Head of Operations**  
Claire Hislop

**Database Manager**  
Nicholas Leverton

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### Family Support

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**Head of Family  
Support Services**  
Vicky Inglis

**Family Support  
Coordinator**  
Hayley Blackwell

**Family Support  
Coordinator**  
Samantha Wilkinson

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### Research

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**Head of Research**  
Leona Knox

**Research Manager**  
Dr Leah Ambler

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### Advocacy and Awareness

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**Public Affairs and Advocacy Lead**  
Emily Hall

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### Fundraising and Engagement

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**Head of  
Fundraising &  
Engagement**  
Danielle Russell

**Fundraising  
Campaigns  
& Comms  
Manager**  
Laura Nott

**Digital  
Campaigns  
& Marketing  
Officer**  
Tom Howorth

**Relationship  
Manager**  
Anna Austin

**Community  
& Events  
Fundraising  
Manager**  
Sophie Anderson  
(Maternity leave  
until Oct 2024)

**Community  
& Events  
Fundraising  
Officer**  
Simran  
Panchal



## About the Board of Trustees

Solving Kids' Cancer UK is governed by its voluntary Board of Trustees, which currently comprises six Trustees. The Board holds expertise across a range of business sectors, and includes membership from within the neuroblastoma parent community. Board composition includes the Chair of Trustees and the roles of Treasurer, Safeguarding Lead, Policy Lead and Equality, Diversity and Inclusion Lead. The Board is responsible for the appointment of the Chief Executive Officer.

Trustees meet bi-monthly for Board meetings (held virtually and occasionally in-person) and communicate by email in between on charity matters that require attention and/or decision-making.

Trustees also attend Solving Kids' Cancer UK's events to meet the children and families that we support and are deeply invested in everything that the charity seeks to achieve.

More information about Trustees can be found on our [website](#).



## Key role information

<b>Role title</b>	Trustee
<b>Location</b>	Home-based with occasional in-person meetings in London
<b>Hours (indicative)</b>	Six meetings per year (2-3 hours each) plus preparation time (~3 hours) Attendance at family-centred and fundraising events Approximately one day per year for strategic meetings Average of 4-6 additional hours per month for ongoing communications and decision-making
<b>Salary</b>	Voluntary role (travel expenses reimbursed)
<b>Contract type</b>	Initial 3-year term, renewable for up to 3 x 3 years total term
<b>DBS check</b>	Basic
<b>Reporting to</b>	Board of Trustees

## Trustee role description

The role of Trustee is to ensure the effective governance of the charity, working directly with the CEO, Director of Strategic Finance, Leadership Team, and other Trustees. It is a role with key responsibilities but do not be put off applying - you will receive plenty of support and guidance to help you settle in and ensure your success in the role.

## Terms of reference

Solving Kids' Cancer UK's Trustee Board takes its authority and responsibilities from two sources:

- The **Charities Act 1993** - this sets out that Trustees of a charity are “the people responsible under the charity’s governing document for controlling the management and administration of the charity, regardless of what they are called”. Charity law places several specific duties on all charity Trustees, which are reflected in these terms of reference. In essence these are:
  - A duty of compliance with the charity’s objects, its governing documents and all relevant legislation and regulations.
  - A duty of care, to ensure that the charity is well run and efficient and that professional advice is appropriately sought to manage risk.
  - A duty of prudence in respect of managing the charity’s assets.
- Solving Kids' Cancer UK's **Memorandum and Articles of Association** (its constitution) - this sets out who may become a Trustee, how Trustees are appointed and their powers.

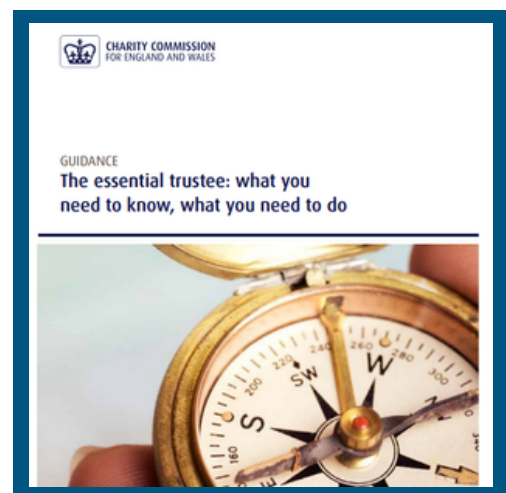
## Charity Commission Guidance

Further guidance on the role of Trustee can be found on the government website:

**The Essential Trustee: what you need to know, what you need to do.**

## Eligibility for Trusteeship

- You must be at least 16 years old to be a Trustee of a charity that is a company or a charitable incorporated organisation (CIO), or at least 18 to be a Trustee of any other charity.
- You must not act as a Trustee if you are disqualified, unless authorised to do so by a waiver from the Commission. The reasons for disqualification include:
  - being bankrupt (undischarged) or having an individual voluntary arrangement (IVA)
  - having an unspent conviction for certain offences (including re: dishonesty or deception)
  - being on the sex offenders' register



Further government guidance on why some individuals can't act as charity Trustees can be found [here](#).



## Overall responsibility

- The Board of Trustees is responsible for the direction and stewardship of Solving Kids' Cancer UK in support of its charitable aims for the benefit of current and future beneficiaries, by:
  - a) Setting the vision, mission, and values of Solving Kids' Cancer UK.
  - b) Developing a strategy to achieve the charity's objects, and monitoring and communicating performance against it.
  - c) Ensuring that the charity seeks the views of current and future users and that these views are considered in developing its strategy and delivery of services.
  - d) Acting as the guardians of the charity's assets, both tangible and intangible, taking all reasonably due care over their security, deployment, and proper application.
  - e) Ensuring that Solving Kids' Cancer UK complies with all constitutional, legal, regulatory, and fiduciary requirements and discharges its responsibilities accordingly.
  - f) Ensuring that the charity's governance is maintained to the highest possible standard.



## **Main duties**

### **1. Strategic direction**

Ensure that Solving Kids' Cancer UK has a clear vision, mission and strategic direction and is focused on achieving its charitable aims.

Working in partnership with the Chief Executive Officer and other staff to ensure that:

- a) The charity has a clear vision, mission, strategy and set of values and a common understanding of these by trustees, staff, and volunteers.
- b) Appropriate operational plans, budgets and sub-strategies are produced to support the vision, mission, and strategy.
- c) There is regular review of the external environment for changes that might affect the charity (environmental, political, financial, competitive, partnerships, alliances).
- d) There are processes in place to safeguard the security of the charity's data, adequate backup and/or insurance to cover potential losses and a business continuity plan for unanticipated disruption to the charity's business.

### **2. Performance management**

Be responsible for the performance of Solving Kids' Cancer UK, its impact upon stakeholders and its corporate behaviours by ensuring that:

- a) The charity measures impact and progress towards its strategic objectives and regularly considers reports on its performance.
- b) There are policies to direct key areas of the charity's business.
- c) Charity values are understood and put into practice, by trustees, staff, and volunteers.
- d) There are complaint systems in place, for users and supporters.
- e) Solving Kids' Cancer UK recruits a Chief Executive and holds them to account for the delegated operational management and daily administration of the charity.
- f) The charity has effective and fair employment policies and processes in place, to recruit, train, and develop staff and volunteers. Including ensuring that salaries meet or exceed the Living Wage, and that age, gender, race, and health do not limit an employee's engagement and success in the charity.

### **3. Compliance**

Ensure that Solving Kids' Cancer UK complies with all legal and regulatory requirements.

- a) Ensure, with professional advice as appropriate, that the charity complies with all constitutional, legal, regulatory, statutory, and fiduciary requirements.
- b) Understand and comply with the constitution and rules that govern the charity, reviewing the constitution at regular intervals to ensure it is fit for purpose.

#### **4. Prudent management of assets**

Be stewards of Solving Kids' Cancer UK's assets, both tangible and intangible, taking care over their security, and how they are used by:

- a) Ensuring that the charity's financial obligations are met and there are adequate financial controls to ensure all money due is received and properly applied, and all assets and liabilities recorded.
- b) Acting reasonably and prudently in all matters relating to the charity and always in the best interests of the charity and its beneficiaries.
- c) Ensuring trustees take professional advice when needed and record any and all advice received.
- d) Being accountable for the solvency of the charity as a going concern.
- e) Ensuring that the major risks to the charity are regularly identified and reviewed and that systems are in place that seek to mitigate and/or minimise these risks.

#### **5. Good governance**

Provide organisational oversight and governance of Solving Kids' Cancer UK that is of the highest possible standard, ensuring that:

- a) The charity has a governance structure appropriate for a charity of its size, complexity, stage of development, and its charitable objects, and that it reflects its users.
- b) The Board meets at least six times a year.
- c) Board decisions are recorded in writing by means of minutes.
- d) The Board's delegated authority is recorded by terms of reference for the Board, sub-committees, trustees and key staff, and that reporting procedures are recorded in writing and complied with.
- e) The responsibilities delegated to the Chief Executive are clearly expressed and understood, and directions given to them are from the Board as a whole.
- f) The Board regularly reviews the charity's governance structure and its own performance.
- g) Major decisions and policies are made by the trustees acting collectively.
- h) The Board collectively retains the skills it requires to govern the charity well, and that it has both access to and considers relevant external professional advice and expertise as necessary.
- i) There is a systematic, open, and fair procedure for recruitment of Trustees and Chief Executive.
- j) Trustees have a code of conduct and comply with it.





## **Personal competencies**

Solving Kids' Cancer UK Trustees are expected to demonstrate each of the following core competencies:

### **1. Commitment**

- Ability to understand and accept the duties and liabilities of being a charity Trustee.
- Empathy with the vision, mission, and aims of the charity.
- Principles of collective responsibility,
- Willingness and ability to devote the necessary time and effort.

### **2. Focus**

- Ability to think and apply knowledge strategically.
- Ability to think creatively.
- Ability to analyse and evaluate management information.

### **3. Communication**

- Ability to communicate clearly and sensitively and to take an active part in discussions.
- Ability to influence and engage, challenge constructively and ask questions appropriately.
- Ability to express one's own opinion in a reasoned way, and to hear the views of others.

### **4. Accountability**

- Ability to exercise sound and independent judgement.
- Ability to make and stand by difficult decisions, including those which may be seen as unpopular.
- Ability to manage difficult and/or challenging situations.
- Ability to maintain confidentiality over confidential and/or sensitive information.





## Skills and experience

The knowledge, skills and experience in the list below are relevant to Solving Kids' Cancer UK's main areas of activity, and they are represented across the charity's leadership and staff, who apply them at operational level.

Solving Kids' Cancer UK is looking for Trustees who have the knowledge and understanding to maintain oversight of these activities at a strategic level, and who can contribute well-informed views, constructive challenge, and a commitment to best practice stewardship of the organisation.

### Leadership and management

- Strategic leadership and management.
- Strategy development and implementation.
- HR practice / management.

### Stewardship and governance

- Trusteeship in a similar size or larger organisation.
- Internal compliance and corporate governance.
- Charity law and governance.

### Specialist expertise

- An area of expertise relevant to the charity such as accountancy/financial management, law, project/programme management, human resources, or organisational development.
- Advocacy, campaigning, policy formulation, and influencing.
- Experience of building and developing commercial partnerships.
- Fundraising.
- Marketing, communications, or public relations.
- Delivering services to children with neuroblastoma and/or other cancers in a health setting.
- Developing and delivering support services to children and young people and their families.
- Knowledge, skills, and experience relating to (paediatric) cancer research.
- Personal experience of being a parent or family carer of a child with neuroblastoma.



## Recruitment timeline

We aim to keep to the timetable outlined below.

**Applications close:** Friday 19 April, 11.59pm

**Shortlisting:** End of April

**Interviews:** May - a suitable time will be arranged with interviewees directly

Shortlisted candidates will be invited to an initial interview that may be held remotely or in-person depending on preferences and availability.

Candidates successful at this stage will be asked to meet other members of the Trustee Board prior to any final decision.

## How to apply

Please complete and submit an **Application Form** highlighting why you would like the role and your suitability for the position.

Please send your **Application Form** together with your **CV** to: [claire@solvingkidscancer.org.uk](mailto:claire@solvingkidscancer.org.uk)

We also invite you to complete and return an anonymous **Diversity Monitoring Form**, which is an online form accessible [here](#). The information contained in the questionnaire will be treated as confidential and will be used to monitor and drive our work towards our diversity and inclusion commitments.

If you would like an informal conversation before applying, please contact Claire who will make arrangements: [claire@solvingkidscancer.org.uk](mailto:claire@solvingkidscancer.org.uk)

**If there are any adjustments that would help you to engage with the recruitment process, please let us know.**







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### **We are an equal opportunity charity**

We welcome and invite applications from all suitably qualified candidates, regardless of age, disability, gender or gender reassignment, marriage/civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation. We invite applicants to let us know how we can help them better engage with the recruitment process.

### **We are a safeguarding charity**

Our work and practice are underpinned by safeguarding principles with the aim of protecting children and young people and enhancing their welfare. Solving Kids' Cancer UK always works in accordance with legislation, statutory guidance and best safeguarding practices. A basic criminal record check is required for all staff, trustees and volunteers.

### **We are a parent-led charity**

Solving Kids' Cancer UK is a parent-led charity and actively encourages applications from the parent community with lived experience of neuroblastoma and/or other childhood cancers.



**[solvingkidscancer.org.uk](https://solvingkidscancer.org.uk)**



[Solving Kids' Cancer UK](https://www.linkedin.com/company/solving-kids-cancer-uk)



[SolvingKidsCancer365](https://www.facebook.com/SolvingKidsCancer365)



[skc365](https://www.instagram.com/skc365)



[SKC\\_UK](https://twitter.com/SKC_UK)

Solving Kids' Cancer UK is a registered charity in England and Wales (1135601), and in Scotland (SCO45094).