



**Fundraising
trustee candidate
information pack
September 2023**



**Eastside
People**

Welcome

Thank you for your interest in becoming a trustee of Lymphoma Action.

The charity is at an exciting stage of its development. The pandemic, which had a huge impact on people affected by lymphoma, transformed how we work and how we provide services. 2022/23 saw some return to normality and we used the last year to review and redraft our strategy to the end of 2025.

A strong financial performance over the last few years, coupled with an exceptional legacy, means that our strategy includes the development of some new and exciting projects. These range from increasing our educational offering to nurses and developing a prehabilitation service to doing more to address health inequalities and make our services accessible to everyone.

At the heart of this development is an even stronger engagement with the people that we are here for, so that we better understand their needs and provide services to meet those needs. Together with our staff and volunteers, passionate, committed and talented trustees are essential to the success of the charity.

We are now recruiting for a fundraising trustee. Applications are welcomed from those who can display vision and enthusiasm, have excellent communication and interpersonal skills, have the ability to analyse information and have a commitment to Lymphoma Action values.

We recognise how important it is to have diversity of thinking on our board and to represent more of the communities that we serve and welcome applications from all walks of life. We hope you will be interested and look forward to hearing from you.

Mark Harrison
Chair

About us

“ I explain my relationship with Lymphoma Action as that of a trusted friend – someone who I can rely on to be open and honest with me about my condition and to support me in any way they can.

We are the UK’s only charity dedicated to lymphoma, a cancer of the lymphatic system, commonly referred to as a blood cancer, and the fifth most common cancer in the UK. More than 20,000 people are diagnosed every year and while the majority of people diagnosed with lymphoma will be over 55, lymphoma is also the most prevalent cancer among teenagers and young adults aged under 30. Approximately 125,000 people are living with lymphoma and chronic lymphocytic leukaemia (CLL), a form of lymphoma, in the UK. We’ve been providing trusted information and support for over 35 years, helping thousands of people affected by lymphoma. Our services and activities can be broadly grouped as follows:

- Information and publishing – including our website, high-quality information leaflets and publications supplemented by a programme of webinars, podcasts and videos.
- Lymphoma TrialsLink – an online clinical trials database and information service.
- Helpline – open five days a week and providing much-needed emotional support, we receive around 2,000 enquiries a year via telephone, email and our live chat service.
- Peer support – we operate a network of online support meetings across the UK as well as topic-specific meetings and those for specific groups such as young people. We also run a closed Facebook group with nearly 4,000 members.
- Buddy Service – we have a team of trained Buddies who we link with people who need additional support or who want to speak with someone with similar experiences.
- Live your Life – our award-winning survivorship and education programme, which is run in both digital and in-person formats.
- Events – a mixture of national and regional, in-person and digital events.

- Healthcare education and training – we run online training events and conferences for, and provide information to, healthcare practitioners working in the field of lymphoma including GPs, nurses, specialist trainees and consultants.

Financially, we are dependent on our fundraising work, with our funding coming from a diverse set of income streams including individual giving, challenge events, community and legacies. Whereas our income pre-pandemic was circa £1.8m, we successfully raised circa £1.7m in 2020, over £3m in 2021 (which included an exceptional legacy), over £2m in 2022 and we hope to raise a similar amount in 2023.

To find out more about our work, please see: www.lymphoma-action.org.uk/about-us and [Lymphoma Action Impact Report 2022](#)



Our vision, mission, goals & values

Vision statement

Everyone affected by lymphoma will receive the best possible support, treatment and care.

Mission statement

Through information, education, support and influence, we will make sure no-one has to face their lymphoma alone.

Our five strategic goals

1. Ensure that people understand lymphoma.
2. Enable people affected by lymphoma to feel supported by others who understand what they are going through.
3. Empower people affected by lymphoma and their healthcare professionals to communicate with confidence.
4. Be a voice for people affected by lymphoma to influence the decisions that affect them.
5. Increase the impact of our work by making best use of our resources.

Our values

- **Focused** – we are dedicated to the needs of those affected by lymphoma.
- **Empowering** – we build confidence to make change happen.
- **Trusted** – we use our expertise to deliver quality services.
- **Innovative** – we look to a better future for people affected by lymphoma.
- **Collaborative** – we are inclusive and value our partnerships.

Fundraising trustee recruitment

After seven years of dedicated service, our current fundraising trustee, Tricia Cavell, has decided to step down and focus her energies elsewhere. We are therefore seeking a fundraising specialist to join our board as we look to further develop our income streams and hone our communications. You may be in a senior management role at another charity and you will have an in-depth knowledge of the voluntary sector and be able to provide fundraising insight to enable the board to engage in an informed way. You will also sit on our Finance and Risk Committee to ensure that our financial monitoring and risk management is robust and fit for purpose.

The charity aims to have a wide range of skills and experiences represented on the board of trustees including experience of lymphoma (directly or indirectly), medical skills, financial and risk management, fundraising and communications, strategic planning and human resources amongst others. We also recognise the value that trustees with generalist skills, with a strong affiliation to our work or who represent under-represented groups on our board can bring.



What we can offer you

“ Working in the charity sector gave me first-hand knowledge and appreciation of how an effective board can really shape a charity positively. I wanted to broaden my own horizons and use my professional skills to influence and improve a sector that I am interested in.

I have gained knowledge, learnt new things, met new people and been part of a decision-making process that will have a positive impact on the Lymphoma Action community. It's a huge responsibility but seeing the organisation develop has given me a great sense of satisfaction and I am really proud and honoured to say I've been a trustee here.

Tricia Cavell, trustee since 2016

Becoming a trustee is a fascinating way to engage in the not-for-profit sector. It's a role that will give back just as much as you put in and often much, much more. Our trustees bring a wealth of personal and professional skills that they apply for the benefit of others, and they learn new skills that they can apply outside of their trusteeship. So, becoming a trustee can empower you with a great sense of contribution and purpose.

Contributing to a great cause – sustainability

There is no doubt that being a board member is one of the most powerful ways in which you can contribute to a cause you really care about. As a Lymphoma Action board member, you will have an opportunity to have a real impact on our work ensuring we maximise our income so we can grow our services and reach more people affected by lymphoma.

Strategic experience

Strategic experience can be hard to come by. A charity board role is a fantastic way of getting a head start or improving on this, at once giving you the opportunity to develop and hone your critical thinking, problem-solving and analytical skills as well as developing

vital strategic sensibilities and team working skills. Strategic experience gained through a board role can have positive impact on your career, opening doors to new responsibilities and prospects.

Equally for those who have already had some strategic responsibilities, a charity board role provides an opportunity to use those skills in a significantly different context.

Continued personal development

Joining a board can be a very interesting experience, not least because it allows you to adapt and apply everything you have learnt to date into an entirely new context. You can gain a clearer idea of your own professional strengths and weaknesses whilst simultaneously learning new skills. Understanding how to adapt your professional knowledge to useful and impactful ends is a good reminder of your own versatility, giving you confidence in your existing abilities whilst challenging you to push the boundaries of your expertise.

Teamworking

As a board member at Lymphoma Action you will be part of a team and will have the opportunity to apply your unique skills and experience, while also learning from others. Working closely with a passionate team of people who have different perspectives is often one of the most enjoyable aspects of the role.

The ability to collaborate effectively with others and to challenge constructively the ideas of fellow board members, as well as those of the Senior Management Team, is essential to ensuring the board's strategic decisions are fully informed, reasonable and effective. Negotiating, empathising, listening and clearly communicating ideas and concerns are key factors in this process and often help to set the tone and culture of board meetings.

Trustee role description and person specification

Key information

Duration: Departure by rotation annually (in line with the Articles of Association), with the option of re-election.

Time commitment: Trustees are required to prepare for and attend four board meetings a year (hybrid meetings via Zoom and at the Aylesbury offices), one away day plus any ad hoc initiatives that may be required.

The fundraising trustee will be a member of the Finance and Risk Committee and attend four meetings a year.

Remuneration: Voluntary role, although reasonable travel and role-related expenses will be reimbursed.

Purpose of the role of trustee

The board of trustees is responsible for the overall governance and strategic direction of the charity, developing the organisation's aims, objectives and goals in accordance with the charity's governing documents, and legal and regulatory obligations and guidance. The trustees are also the company directors of the organisation. The board supports Lymphoma Action's work and provides mission-driven leadership and strategic governance. Day-to-day management responsibility is delegated to the Chief Executive and the Senior Management Team.

Further information about being a trustee can be found at:

www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3

Key relationships

Other trustees, Chief Executive, members of the Senior Management Team.

Main duties and responsibilities

- To ensure that Lymphoma Action complies with its governing documents (Memorandum and Articles of Association), charity law, company law and any other relevant legislation or regulations.
- To ensure that the organisation pursues its purpose and objects as defined in its governing documents.
- To ensure the organisation uses its resources responsibly and in pursuance of its objects.
- To contribute actively to the board of trustees' role in setting strategic direction for the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation.
- To ensure the financial stability and solvency of the organisation.
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.

Other duties

- To review outcomes of Lymphoma Action's work with people affected by lymphoma, other service users, and healthcare professionals, and to evaluate impact and regularly measure the organisation's performance.
- To approve the annual budget, audit and material business decisions.
- To be informed and ensure that the charity meets all legal and regulatory requirements and responsibilities, including taking professional advice where necessary.
- To contribute to the annual performance review of the Chief Executive.

- To assist the Chair of the board of trustees and Chief Executive in recruiting other board members.
- To work with the Chief Executive to ensure that board decisions are carried out.
- To serve on committees or take on additional project work, as required.
- To represent Lymphoma Action to stakeholders and act as an ambassador for the organisation.
- To support Lymphoma Action's fundraising efforts, make connections and introduce relevant contacts.

In addition to the above, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve scrutinising board papers, sitting on committees or task groups, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

Person specification

Skills and abilities

- Excellent communication and interpersonal skills.
- Analytical ability and good independent judgement.
- Capacity for clear, creative and strategic thinking and vision.
- A willingness to speak their mind.
- Tact and diplomacy.
- Understanding and acceptance of the role of a board of trustees for a charitable organisation (including the legal duties, responsibilities and liabilities of trusteeship).
- A willingness and ability to devote the necessary time and effort to attend board and other meetings, including preparing and reading for those meetings, and to participate in the effective governance and management of the organisation.

Qualities

- A passionate enthusiasm for supporting those affected by lymphoma, and a commitment to Lymphoma Action.
- The capacity to understand and to empathise with the issues and concerns of those affected by lymphoma.
- Willingness to demonstrate Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Values and behaviours

To embed our new values internally, we have developed behaviours underpinning the values that apply to our staff and trustees:

Focused

- You focus on goals and on the best outcomes for our beneficiaries.
- You are strategic and make good decisions and don't just focus on short-term needs.
- You work in a flexible way, responding to new insights that will help us increase our impact.

Empowering

- You inspire people, celebrate success and acknowledge the efforts of others.
- You support people to take on tasks and be confident in their decisions.
- You respect the decisions of others and are resilient in the face of change.

Trusted

- You are empathetic and show compassion but respect professional boundaries.
- You do what you say you're going to do and take responsibility for your decisions.
- You are open and honest with yourself and others.

Innovative

- You are curious, open to new ideas and don't miss opportunities.
- You make time for reflection, creativity and learning and encourage others to do the same.
- You are willing to try new things and you learn quickly from your experiences.

Collaborative

- You are inclusive, treat everyone as an equal and embrace diversity.
- You listen well, communicate openly and share your skills and knowledge with others.
- You believe in the value of relationships and understanding differing perspectives and feelings.



How to apply

Eastside People is supporting **Lymphoma Action** in the recruitment of this role. [Please click here to apply](#) by submitting your CV and a cover letter which should indicate why you are interested in applying for this role and how you meet the selection criteria.

If you would like a call to discuss the role in more detail, please email Lucinda Shaw, lucinda@eastsidepeople.org to arrange a convenient time. Having a call of this kind will not influence the success or otherwise of your application.

The closing date for applications is Monday 6 November and longlisting interviews, held by Eastside People, will take place the following week. Interviews with Lymphoma Action for shortlisted candidates will be held week beginning 13 November.

We want you to have every opportunity to demonstrate your skills, ability, and potential; please contact us if you require any assistance or adjustment so that we can help make the application process work for you.

As an inclusive organisation we welcome applications from all sections of society, from those with the potential to make great trustees and from those that will help increase the diversity of thinking on our board. We would particularly welcome applications from younger people, those with disabilities and people from minority groups, and from different backgrounds and experiences.



Eastside People

Eastside People
Canopi
7-14 Dover Street
London
SE1 4YR

0207 821 6174
eastsidepeople.org

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4958922.