

Breast Cancer UK



Recruitment Pack

**SCIENCE & HEALTH EDUCATION TRUSTEE
OCTOBER 2024**



Science & Health Education Trustee

Summary

Do you want to help prevent Breast Cancer? Are you a scientific or medical professional with strong networks and you want to use your skills to help a fantastic charity build their scientific expertise and authority in the field of primary breast cancer prevention?

We are looking for an individual with a strong scientific or medical background who has considerable research experience to join our Board of Trustees. As a member of the Board's science sub-committee, you will support the CEO and the Head of Science and Health Education in supporting the growth and evolution of our scientific programme and in strengthening our scientific authority.

About you

This is an exciting opportunity to join the Board and support the CEO and wider staff team to deliver our vision and strategy.

As well as a scientific research or medical background, you will have outstanding communication skills and be able to support, challenge and scrutinise the charity's science and education programme, as well as constructively contribute fully to wider issues considered by the Board. While you may not have personal or family experience of breast cancer, you will need to have a passion for what we do.

Person Specification

Breast Cancer UK's Board of Trustees wishes to recruit candidates from diverse backgrounds to join the Board of Trustees. Trustees are particularly keen to recruit candidates from the public, private, or third/ voluntary sectors with leadership experience and expertise in the following areas:

- scientific research (including cancer research)
- healthcare or clinical research
- health education
- environmental research
- health inequalities
- medicine
- science education

You must be over 18 and have excellent communication skills.

Breast Cancer UK's strategic plan focuses on growing our income, reach, profile, and impact. To achieve this, you must be able to bring to the charity opportunities for reaching and engaging with new stakeholders and influencers with whom the charity can build meaningful relationships that support our strategic objectives.

Critically, you will have a good knowledge of charity or not-for-profit governance principles and responsibilities and a strong affinity with the charity's mission and values.

Key Requirements

You will:

- Have experience and skills in scientific or clinical research, ideally with experience in breast cancer or the health effects of environmental chemicals.
- Have strong global networks with scientific groups and research institutions.
- Have a sound understanding of how scientific research funding operates.
- Have effective listening, communicating and influencing skills with an ability to build relationships and work collaboratively and effectively as part of a board of trustees.

Time Commitment

You must be willing and able to commit the necessary time and effort to the trusteeship, including preparing for and attending all Breast Cancer UK Trustee Board and Science and Health Education Committee meetings.

Trustees meet quarterly in London, usually in the evening (6–8 p.m.), and are also required to join the Science and Health Education Committee. Committee meetings take place via Microsoft Teams for two hours per quarter, usually in the evening.

Additionally, you will attend one annual strategy day and two informal meetings with Trustees in London. You are also expected to act as an Ambassador, promoting the charity through your own networks.

The role requires a commitment of around 4-5 hours a month. Trustees are not paid, but reasonable travel expenses can be claimed.

Our values

Evidence-based

We follow the science rigorously and ensure that everything we do is credible and informed and shaped by research.

Collaborative

We work together with our people, partners, supporters and funders who share our vision to eliminate preventable breast cancer.

Honest

We're open, ethical and transparent about how we work and make decisions.

Innovative

We grow and learn, testing new ways of doing things and always striving to improve and develop.

Inclusivity

We're inclusive of all voices, bringing diverse experiences and insights into our work.

Application Process

Please apply with your CV, a cover letter (outlining how you meet the person specification) and an equal opportunities form. Please use this [link](#) to upload your documents.

For further information on the charity, see our [WEBSITE](#).

If you would like any further details on the role or the process, drop us an email at recruitment@breastcanceruk.org.uk.

We will be interviewing as applications as they come in and if your application is successful you will be contacted to arrange an virtual interview.

We reserve the right to close the advertisement early at our discretion.

Background Reading

- [Breast Cancer UK Strategic Plan \(2022-2025\)](#)
- The Charity Commissions' Guide to [The Essential Trustee](#)
- More information on finance management in the voluntary sector: [Charity Finance Group](#)
- The Institute of Fundraising's [Guide to Trustees and Fundraising](#).
- Breast Cancer UK's [Trustee Code of Conduct](#)
- Breast Cancer UK'S [Values and Behaviours](#)

What our staff say....

Breast Cancer UK is good at making sure employees are involved and able to provide feedback on projects

Team spirit and collaboration. I know that I have a full team behind me if I need help. We're also very open to adapting and changing if needs be, we don't hold ourselves back.

I really enjoy working at Breast Cancer UK and appreciate all the opportunities I have been given to grow within my role

Everyone is fighting for one goal - to prevent breast cancer and its reflected in the people who work hard to do that.

Induction you feel welcome, prepared to start and part of the team already

I really like the people I work with and we have a great team spirit organisational wide

Breast Cancer UK is a great place to work, we have the ability to have meaningful impact and we are small enough to be adaptable and engaging, there are not many places of work that can truly say that.

It is a lovely place to work where most of the time people are all encouraged to contribute and share ideas etc. I think we go above and beyond for our supporters. I think we look out for each other well and ensure we are still doing social things as a team.

Equal Opportunities Form

Please take 5 minutes to complete our equal opportunities monitoring form, which you can find on our [Work for Us](#) page on our website.

Equality and diversity monitoring is where anonymous data is collected about candidates and is analysed to look for differences between groupings.

Where gaps are identified, this can help us explore the issue further and develop strategies and target resources to close the gaps and reduce inequalities within our recruitment process. Breast Cancer UK is an equal opportunities employer.

We value diversity and are strongly committed to providing equal employment opportunities for all employees and all applicants for employment.

Please let me assure you that this does not form part of your application, the short-listing panel will not have access to your data it will remain confidential and separate from the shortlisting process. Your data will be securely held and destroyed within one month of the closing date.

Do not hesitate to contact us if you require any further information on how your data is used or stored. I look forward to receiving your completed form.

Breast Cancer UK is committed to being a caring and welcoming place, where all employees feel they belong.

Our vision is to create a supportive and inclusive culture where our employees can reach their full potential, without prejudice and discrimination.

We are committed to a culture where respect and understanding is fostered and the diversity of people's backgrounds and circumstances are positively valued.