

Breast Cancer UK

Recruitment Pack

COMMUNICATIONS TRUSTEE
AUGUST 2025



Communications Trustee

Summary

Do you want to help prevent breast cancer? Are you a highly engaged senior communications professional with charity or not-for-profit governance experience, strong networks and want to use your connections and expertise to help a fantastic charity build their profile, impact and authority in the field of breast cancer prevention?

We are looking for individuals from the private, third, or voluntary sectors with a strong ability to bring connections and influence to the charity, to join the board of trustees. You have a thorough understanding of what good charity governance looks like, time to commit and you have a deep interest in and are keen to promote breast cancer prevention.

Specifically, we are looking for someone who has leadership experience and expertise in strategic communications, branding and marketing.

Person Specification

You must have:

- Demonstrable governance experience either as a trustee, governor or executive working with a board of trustees
- A commitment to the aims, vision and values of Breast Cancer UK.
- A good understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- A comprehensive understanding of charity governance practice including risk management, accountability and compliance.
- Good understanding of the distinction between governance and executive functions.
- Proven leadership experience.
- The ability to think strategically and the ability and willingness to contribute to the goals of the charity.
- An ability and willingness to apply a critical eye to the context of decisions to be made – and be prepared to speak your mind.
- Ability to listen, communicate and actively influence, building relationships and working collaboratively and effectively as part of a team.
- Ability and willingness to be an ambassador for the charity and the brand, engaging with and influencing a wide range of stakeholders.
- Experience and skills in charity public relations, commercial and/or charity marketing and communications.
- Strong networks within the public relations, communications and marketing sector.

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 in the evening of 8th & 17th September 2025. 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.