

Trustee Recruitment Pack

A note from Professor David Cameron

Thank you for your interest in joining the Board of Make 2nds Count, a charity I am proud to Chair. We are a small but passionate patient and family-focused charity with a bold mission to give hope to everyone affected by secondary breast cancer. Secondary (metastatic) breast cancer is a cancer that has spread beyond the breast to other parts of the body through the bloodstream or lymphatic system. It is incurable, but our vision is to see our community live longer and better lives.

Our patient community is at the heart of all we do - and that needs to continue. On a daily basis as a practising oncologist, I see the absolute need for charities such as ours to provide hope and support to those living with secondary breast cancer, and their friends and family.

As a Board and a charity, we have a great ambition for the future, and are driven by the knowledge that many of the estimated 67,000 men and women in the UK currently living with secondary breast cancer do not yet know we exist. That needs to change. We have recently recruited our first CEO and are looking forward to creating our new long-term strategy; having a strong Board to direct and shape this is vital.

As such, we are looking for new trustees who can passionately support our work and what we want to achieve, who have, or can make, the time for this volunteering role - and who would be a proud ambassador for Make 2nds Count. Whilst we've grown from a base in Scotland, with all our Trustees being currently based in Scotland, it's important that our leadership truly reflects the UK-wide footprint we have and which we want to expand upon.

If you think your skills and experience could add to our Board of Trustees, we would very much like to hear from you. Please get in touch: hello@make2ndscount.co.uk

Best wishes,
Prof. David Cameron



"The support from Make 2nds Count has made a huge difference in my life living with metastatic breast cancer."

Rachel

We give **hope**
to men and women affected by
secondary breast cancer.





About Make 2nds Count

As a relatively new charity founded in 2017, our mission has always been to give hope to those affected by secondary breast cancer. We do this through funding vital secondary breast cancer research, sharing information and practical advice so that our community feels more empowered and educated about treatment options and trials, and through peer-to-peer and online support groups and retreats with a focus on quality of life.

Our roots are in Scotland (charity reg. no SC048268), but as we deliver services across the four nations of the UK, our ambition is to be known and seen UK-wide as the trusted charity for information on secondary breast cancer and support. Our small staff team of 12 are supported by voluntary Community Ambassadors across the UK and are committed to supporting our community, raising awareness and generating funds.

You can read about our 2024/2025 plans in our [Two-Year Commitment Report](#) and see our impact in our latest [Impact Report](#).

Equality, Diversity and Inclusion

We are committed to building a Board that reflects the diversity of the people and communities that we serve and value the benefit of having different experiences and points of view amongst our Trustees. We are actively trying to increase the diversity of our Board and therefore positively encourage candidates who are under-represented at Board level to apply for this post. We welcome all people no matter their age, race, gender, sex, sexual orientation, religion or belief, class, cultural background, disability, marital status, pregnancy or maternity status. We are committed to supporting people with no prior Board experience to apply to be a Trustee and will therefore offer suitable Governance training and support for successful candidates. Trustees can attend Board meetings virtually (currently Board meetings are all virtual although that may change) to help remove barriers to participation and reasonable expenses paid.

Accessibility

We want to make sure that process barriers do not get in the way of applicants, so if you have any accessibility needs in regards to any parts of this process (or want to discuss alternative ways to show your skills and relevant experience), please do get in touch: hello@make2ndscount.co.uk.

How We Are Led and Governed

As a charity we are led by a Board that comprises up to 13 Trustees. Our Board meets every other month, currently virtually, although it is hoped that meetings in person will take place occasionally. These meetings are currently 1.5 hours long and take place towards the end of the working day.

Being a Trustee is an important and fulfilling role. You will:

- Be accountable for the overall strategic leadership and direction of Make 2nds Count
- Champion and promote the work of Make 2nds Count through their networks
- Oversee the work of Make 2nds Count through effective governance
- Ensure the organisation is professionally run, manages risk, operates strict financial controls and acts in accordance with its aims and objectives
- Behave in a way which sets an example for all those involved in our charity and never brings the charity into disrepute.

[This link](#) outlines the expectations our regulator, OSCR, has for trustees and Charity Boards whilst [The Charity Governance Code](#) sets out good practice expected by Boards.

All Trustees, including our Chair, are volunteers and from a range of backgrounds; as a result they bring a wealth of experience and skills to the role but we have identified gaps we would like to fill:

- A trustee to have finance skills (ideally a qualified accountant or working towards that) although we'd like to hear from you if you have knowledge which has been gained from other experience (this trustee would act as our volunteer Treasurer and form part of the Finance Committee alongside other trustees).
- A trustee to have experience in HR or employment-related law or practices (this trustee will form part of the Nominations Committee alongside other Trustees)
- A trustee to have fundraising experience or knowledge.

Prospective trustees do not need prior experience of having been on a Board or having been a Trustee previously (training and support will be offered).

The Commitment

- Attendance (currently virtually) for a 1.5 hour Board meeting six times a year.
- An annual strategy day or half-day.
- Ideally to take part in a short committee meeting (c. 4- 12 times a year depending on the committee)
- Visibility with the staff team, volunteers and community when opportunities arise.
- The time set aside for reading, personal learning, training and preparation for meetings.
- Time to answer emails.
- Fulfilling an ambassadorial role while meeting new contacts and networks.

Tenure is initially for four years (up to a maximum two terms of four years). All trustees must be eligible to act as a Company Director and Charity Trustee (and complete a 'Fit and Proper person' form). All Trustees undergo DBS (or equivalent) checks.

What You Can Expect in Return

- Satisfaction as you will be making a real difference to a small but growing organisation and you'll see and feel the impact of that first-hand.
- Gain valuable experience in a governance role.
- Develop your strategic thinking, business skills and financial understanding, all skills which are transferable to other roles.
- Support in your role through mentoring/ buddying, training and ongoing guidance to direct your learning.

How to apply

We welcome informal chats with the CEO in order for you to decide whether this is the right role for you. Please get in touch to arrange: hello@make2ndscout.co.uk

If you think this is the role for you, please send a copy of your current CV and a supporting letter (no more than two sides) to hello@make2ndscout.co.uk explaining why you are applying for this role and the value you feel you can add.

Deadline for Applications to be received: Monday 23 September, 9am

Applicants to be notified: early October

Interviews: early October

Decisions made and communicated to interviewed candidates: by end of October

It is hoped that successful candidates will be invited to their first Board meeting on 13 November.