

Join the Trustee Board at Lingen Davies Cancer Fund

The opportunity

We are looking for exceptional people to use their skills, expertise and connections to help us achieve new levels of impact in our community.

Started by former Mayor of Shrewsbury Bernard Lingen and local accountant Frank Davies, in response to the lack of cancer services available locally, Lingen Davies has been enhancing local cancer services and improving lives in our community since 1979. We estimate over 100,000 people have had their cancer treatment and care improved through the impact of the Lingen Davies Cancer Fund, and even more have felt the impact through our wider work.

Traditionally a charity focussed on fundraising and grant making, Lingen Davies has diversified its activities in recent years, and launched the LiveLife service, aiming to increase awareness of cancer and provide non-clinical support to people going through cancer treatment. There are also now significant partnerships with other organisations in place, including the NHS-funded Cancer Champions programme. This is alongside major fundraising appeals, providing equipment, buildings, specialist staff and wellbeing programmes for the benefit of local people.

The charity has grown significantly in recent years, with income having exceeded £1m annually since 2022. We have ambitions to grow our fundraising and service delivery activities much further and have some major plans to be launched in the coming months, as we look towards our 50-year anniversary in 2029.

Our three key strategic themes in are:

- Improving cancer prevention and early diagnosis rates in our community
- Enhancing cancer treatment and services locally
- Supporting people to live well, with and beyond cancer

All of our work supports at least one of these themes.

We have a group of experienced and committed trustees, and we are looking to expand our board following some recent trustee turnover.

What we can offer you

We believe joining our board offers the following attractive benefits:

- Supporting a highly regarded and impactful local charity with your time and your expertise
- Contributing to the ongoing development of our strategy and the next phase of our expanding work
- Opportunities to build on your networks, meet like-minded people and attend a wide range of events in support of the charity
- Making a genuine difference to people affected by cancer in Shropshire, Telford & Wrekin and Mid Wales

What we need from you

First and foremost, we want our new trustees have a genuine interest in the charity and a desire to support our aims, objectives and development. There are also some specific experience, skills and attributes we are looking for.

Knowledge and experience:

- Experience in building relationships and partnerships
- An appreciation of the impact that cancer has on a patient and their family and friends, whether through personal experience or otherwise
- Good network of contacts in Shropshire, Telford & Wrekin and/or Mid Wales, and a willingness to advocate for the charity within these networks
- An understanding of good governance and a willingness to embrace the Nolan Principles

General Skills:

- Strong communication skills, dealing with people from all parts of our community
- Ability to form and articulate informed views, and contribute to discussions
- Ability to negotiate and build consensus
- Ability to provide coaching and/or support to senior charity staff
- Positive attitude, looks for opportunities and involves others

Specialist skills

We are particularly keen to recruit trustees with the following specific skills and experiences:

- Fundraising and/or Business Development: Proven ability to fundraise and cultivate relationships with potential donors, funders, and partners.
- PR & Marketing: Able to lend your expertise to help us grow and develop our presence across the region.
- Legal Expertise: Ideally in current, or recent, practice.
- Finance & Governance: Experience in financial oversight, governance, and strategic planning.
- People who have lived experience of cancer, or supporting someone with cancer
- People living, or with significant contacts in, Telford or Mid Wales

We are committed to diversity and welcome applications from across our community.

A full induction to the organisation will be provided to the successful candidate

Trustee Board membership is a voluntary position, but reasonable expenses can be reimbursed.

Charity overview

Lingen Davies Cancer Fund currently has six trustees who are responsible for ensuring that monies donated are applied appropriately and within the charity's objectives. We have recently taken some time to realign our strategic needs, and so had paused trustee recruitment. Now that we have a clear vision of where the charity is heading, we are looking for up to six more trustees as we enter a particularly exciting period of growth and development.

The trustees set the overall strategy for the charity and ensure that good governance is in place. It is important that there is a good spread of skills and experience amongst trustees, and that new voices join the board periodically. Lingen Davies is a Charitable Incorporated Organisation (CIO), registered with the Charity Commission in England and Wales.

In recent years, the trustees and staff have worked hard to increase local awareness of Lingen Davies Cancer Fund. While this has greatly improved, there is still work to do, and we need to keep developing our profile in order to build our income, and therefore the level of impact we can make on the lives of local people. Amongst other functions, trustees act as ambassadors for the charity, looking for opportunities and supporting the staff team to develop new streams of work. We are particularly looking to engage more effectively with communities in Telford and Wrekin, South Shropshire and Mid Wales.

Trustees have between four and six formal meetings each year, which are usually in the early evenings for a couple of hours. Additional meetings may be called as and when necessary. There are also Trustee committees and working groups for specific tasks and trustees are expected to sit on at least one of these groups. Between meetings there is business conducted by email, and Trustees from time to time will represent the charity at outside events to, for example, receive donation cheques. Trustees are expected to behave as advocates for the charity throughout the year, and their commitment is not limited to attendance at meetings.

Funding Arrangements

The Lingen Davies Cancer Fund has traditionally been financed mainly by donations from the people of Shropshire, Telford & Wrekin, and Mid Wales.

These donations come from a huge range of fundraising events, collections, legacies and donations made in celebration or memoriam of someone's life. Every donation is greatly appreciated and we ensure our supporters are thanked and celebrated for their hard work. In addition to this, we now run our own large-scale events, engage with corporate partners, apply for grants and receive contract income from partner agencies. This broader range of fundraising activities has given us a more stable and sustainable model, and continues to develop.

Our Current Team

Trustee Board

Tim Cooper (Chair) – previously Chair, West Midlands Imaging Network
Dr Gill Eatough (Vice Chair) – previously CEO of Learning Community Trust
Helen Thomas (Treasurer) – previously Director, Dyke Yaxley Ltd
Dr Srihari Narayanan Nair – Consultant Clinical Oncologist, SATH
Dr Jeremy Johnson MBE – Emeritus Consultant in Palliative Medicine
Val Edwards, Director, Hatchers Solicitors

Patron

The Honourable Lady Jane Heber-Percy

Staff Team

Lingen Davies has 14 staff, the majority of which work part-time. Our Chief Executive Officer Naomi Atkin leads the staff team, as well as developing our operational and strategic plans and exploring new avenues of opportunity for the charity.

The staff team lead our operational work in areas such as fundraising, grant monitoring and business development. The staff team also provide administrative support to the trustee board and sub-committees.

Trustee Role Description

The key duties of Trustees

- To contribute firm strategic direction to the organisation and setting overall policy to support the charity's ambitions
- To ensure that Lingen Davies complies with its governing documents and all relevant legislation and best practice
- To work collaboratively and contribute to a well-functioning board
- To represent the trustees and the charity to external contacts and audiences as required
- To advocate for and promote the charity within your existing networks and to relevant contacts
- To safeguard the reputation and future prospects of the charity
To oversee the effective and efficient administration of Lingen Davies, including its finances
- To ensure that your actions, and those of the Trustee Board as a whole, are in the best interests of the charity
- To hold responsibility for safeguarding across the charity (with operational support from staff team)
- To provide advice and guidance to the staff team, as needed
- To support the appointment of the Chief Executive Officer and other posts as required
- To act in accordance with the requirement of the Charity Commission

Other duties

In addition to the above duties, each board member should use any specific skills, knowledge or experience they have to help the board reach sound decisions. This may involve:

- Scrutinising board papers
- Leading discussions
- Focusing on key issues related to the success of the charity
- Providing guidance on new initiatives
- Other issues in which the trustee has special expertise
- Contributing skills and knowledge to trustee sub committees

Advocacy

Board members are key advocates for Lingen Davies and are expected to represent and advocate for the organisation in their business and social networks, identifying

opportunities for partnership working and fundraising where appropriate and in line with the organisational strategy.

Personal attributes

- Ability to think strategically
- Commitment to the work and the values of Lingen Davies Cancer Fund
- Good independent judgement
- The ability to work as a member of a team and a willingness to state personal convictions
- A willingness to accept a majority decision and be tolerant of the views of other people
- A preparedness to offer personal and professional skills and experience to support the staff
- A Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

Terms of appointment and expectations

Successful applicants will be appointed for a five-year term, with the opportunity to renew for two further terms, subject to the agreement of the board. Shorter terms will be considered for the right applicants.

No remuneration will be made, but travel and out-of-pocket expenses can be reimbursed where required.

Attendance at Trustee Board meetings or any "emergency" meetings is expected and also at all Annual General Meetings. Trustee Board meetings will usually be held at the Lingen Davies offices in Shrewsbury.

Attendance at events in support of the charity is expected, for example the annual fundraising celebration evening. Membership of at least one Trustee sub-committee is expected.

Provide advice and support to the staff team, either by email, telephone or in person, if required.

Find out more

We will be holding two informal events for prospective candidates to meet trustees and staff and find out more about the role on the following dates:

Wednesday 29th January 6.30-8.30pm

Thursday 6th February 5.00-7.00pm

Both of these sessions will take place at the Hamar Centre, Royal Shrewsbury Hospital, Mytton Oak Road, Shrewsbury, SY3 8XQ.

If you would like an informal conversation about the role, but are unable to attend on these dates, please email our CEO, Naomi Atkin at naomi.atkin@lingendavies.co.uk and this can be arranged.

Expressions of Interest

Expressions of interest should be made by sending your CV, along with a letter (no more than two pages) highlighting what skills and attributes you can bring to the role and in what ways you match the skills and experience areas outlined above. You should demonstrate your relevant experience, as well as your reasons for wishing to join our board of trustees.

Expressions of interest should be sent by email to recruitment@lingendavies.co.uk

Closing Date: 9am, Friday 14th February 2025