

Position: Trustee (voluntary)  
Organisation: Cancer Information & Support Services Ltd  
Sector: Not For Profit (Charity)  
Location: Head office in Swansea, charity shops operate in Swansea and Neath  
Website: [www.cancersupport.wales](http://www.cancersupport.wales)

**Main responsibilities of the role:**

1. To work as a team with the Chair of the Trustee Board, other Trustees and members of the Management Team to safeguard the operation and integrity of the organisation;
2. Jointly, to oversee and take responsibility for the day to day strategy of the charity in relation to its properties, assets, resources, finances and the employment of staff and volunteers;
3. Jointly, to ensure the charity complies with legislative and regulatory requirements;
4. Jointly, to review and approve salary arrangement for paid staff, and the service terms and conditions for paid staff and volunteers;
5. To contribute proactively at Trustee Board meetings and jointly to make decisions on the organisation's structure, strategy, funding arrangement and services etc.
6. To avoid any personal conflict of interest and to inform the Chair of the Trustee Board immediately should such concerns occur.

**Person Specification:**

Essential:

1. Team player
2. Commitment to the organisation and its objectives
3. Good communication and interpersonal skills
4. Commitment to attending regular meetings
5. Ability to make sound decisions

Desirable: [one or more of the following]

1. Experience in working within the voluntary or health sector
2. Financial service or business management background
3. Experience in fundraising
4. Experience in marketing, PR and branding, including social media and digital marketing

**Time commitment:**

1. A minimum of 2 - 3 hours per month for attending the six-weekly Trustee Board meeting, which is held on an evening in the HQ in Swansea;
2. Engagement in occasional email discussions and decisions between meetings;
3. Occasionally, you may also be invited to attend relevant public meetings and events organised by other organisations in the sector.

**How to apply:**

For an informal discussion about the role please contact our Charity Manager Ian Addison, whose contact details appear below.

**Point of contact:**

Ian Addison

Charity Manager

Cancer Information & Support Services Ltd

2-2a Gwydr Crescent

Uplands

Swansea

SA2 0AA

Tel 01792 464625

[ian@cancersupport.wales](mailto:ian@cancersupport.wales)

[www.cancersupport.wales](http://www.cancersupport.wales)