



The Children &
Young People's
Cancer Association



Trustee recruitment information pack

www.cclg.org.uk

**Expertise.
Progress.
Community.**

Welcome

We're delighted that you're interested in volunteering as a Trustee for CCLG: The Children & Young People's Cancer Association. Included in this pack is some background information to help you get to know more about our charity and details about the role of a Trustee.

CCLG is a leading children and young people's cancer charity, funding research and supporting families. We are also the professional association for those working in children and young people's cancer in the UK and Ireland.

We're looking to expand our Board of Trustees, increasing the overall number and planning for the future as a number of longstanding members of the Board approach the end of their terms of office.

It's an exciting time to be joining us as we have just launched our new brand and a new bold and innovative research strategy, and we're just getting to work on developing our next organisational five-year strategy.

Our Board of Trustees has an important part to play in helping us to achieve our ambitions of creating a brighter future for children and young people with cancer. If you join our Board of Trustees, you'll have the opportunity to make a real impact and be part of our success story.

CCLG is committed to providing an inclusive, supportive and flexible environment. We would very much welcome applicants from all backgrounds and as our current Board is not as diverse as the communities that we work in, we would be particularly interested in applications from underrepresented groups.

We're looking for applicants who can bring their skills and experience to support the governance and strategic leadership of CCLG. There's a list of potential skills and experiences that would be helpful to us - including having lived experience of children and young people's cancer - later on in this information pack, but if you think you have something to offer, we'd love to hear from you. You don't need to have been a Trustee before, and we'll provide a full induction to successful applicants.

Thanks for your interest in CCLG: The Children & Young People's Cancer Association, and we look forward to hearing from you.

With best wishes



Ashley Ball-Gamble
Chief Executive



David Oxnam
Chair of the Board of Trustees

About CCLG: The Children & Young People's Cancer Association

We are CCLG: The Children & Young People's Cancer Association, a charity dedicated to creating a brighter future for children and young people with cancer. Powered by expertise, we unite the children and young people's cancer community, driving collective action and progress.

Research is the key to better treatments, improved care, and potential cures. We fund and lead world-class research, fuelling groundbreaking work led by brilliant minds. Collaboration is at the heart of our approach—bringing together the right people and organisations to drive progress and deliver real impact.

We provide trusted information and guidance for children and young people with cancer, their families, and everyone supporting them. Our expertise helps them navigate the challenges of cancer and its impact, offering reassurance and clarity when it's needed most.

Through our professional membership, we bring together the brightest minds in children and young people's cancer, creating a national network that drives progress. Together, we shape better treatment and care - developing guidelines, sharing knowledge, offering expert advice, leading pioneering research, and creating essential resources and education for professionals. Our collective expertise sets the standard, advocating for excellence at every level—local, national, and global.

We use our expertise and influence to make things better. By campaigning and advocating for children and young people with cancer, their families, and the professionals who support them, we're driving change where it matters most. Working alongside governments, the NHS, and other organisations, we're pushing for progress and shaping a brighter future for young lives.

Early diagnosis saves lives. Spotting cancer in children and young people early means better outcomes, fewer long-term effects, and the best chance of survival. That's why we're dedicated to making sure children and young people with symptoms of cancer get a diagnosis as quickly as possible.

We raise awareness of the signs and symptoms, empowering families and communities to act sooner. For healthcare professionals, we provide tools and resources to support informed decisions about tests and scans. Together, we're working to ensure every child and young person gets the timely diagnosis they need.

About the Board of Trustees

CCLG is governed by its voluntary Board of Trustees, which currently comprises four members. We are looking to expand this number to bring new skills and experiences to the Board, as well as ensure we are succession planning for the future of the charity.

The Board holds a range of expertise across business and charity sectors and includes membership of those with lived experience of children and young people's cancer.

We also have an Executive Group, elected from our professional membership. This group works closely with the Trustees, providing clinical and research expertise, and leads on the implementation of our strategy as it relates to our professional activities.

Currently, Trustees meet quarterly for Board meetings, held virtually (and occasionally in-person) and communicate by email in between on charity matters that require attention and/or decision-making. There is an annual in-person joint meeting with the Executive Group. We are currently considering increasing the frequency of meetings to six per year.

Key role information

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| Role title: | Trustee |
| Location: | Home-based with occasional in-person meetings (usually Leicester or London) |
| Hours (indicative): | Four (potentially six) meetings per year (2-3 hours) plus preparation time (2-3 hours) Attendance at occasional charity events Approx one day per year for strategic meetings Average of two additional hours per month for email communication and decision making |
| Salary: | This is a voluntary role but travel and other incurred expenses will be reimbursed |
| Duration: | Initial 3-year term, renewable for up to three terms |
| Reporting to: | Board of Trustees/Chair |

Trustee role and duties

The role of a charity Trustee is to ensure the effective governance of the charity, working directly with the CEO, Senior Leadership Team, and other Trustees. It is a role with key responsibilities – but do not be put off applying, you will receive plenty of support and guidance to help you settle in and ensure your success in the role.

CCLG's Board of Trustees takes its authority and responsibilities from two sources:

- The Charities Act 1993 - this sets out that Trustees of a charity are “the people responsible under the charity’s governing document for controlling the management and administration of the charity, regardless of what they are called”. Charity law places several specific duties on all charity Trustees, which are reflected in these terms of reference. In essence these are:
 - A duty of compliance with the charity’s objects, its governing documents and all relevant legislation and regulations.
 - A duty of care, to ensure that the charity is well run and efficient and that professional advice is appropriately sought to manage risk.
 - A duty of prudence in respect of managing the charity’s assets.
- CCLG’s Constitution (its governing document), which sets out who may become a Trustee, how Trustees are appointed and their powers.

Further guidance on the role of Trustee can be found on the Charity Commission website: [The Essential Trustee: what you need to know, what you need to do](#).

Eligibility for Trusteeship

- You must be at least 16 years old to be a Trustee of a charity that is a company or Charitable Incorporated Association (CIO), or at least 18 to be a Trustee of any other charity.
- You must not act as a Trustee if you are disqualified, unless authorised to do so by a waiver from the Commission. The reasons for disqualification include:
 - Being bankrupt (undischarged) or having an individual voluntary arrangement (IVA)
 - Having a unspent conviction of certain offences (including dishonesty and deception)
 - Being on the sex offenders’ register

Further government guidance on why some individuals can’t act as charity Trustees can be found [here](#).

Trustee role description

As a Trustee you will play a vital role in helping CCLG to thrive, creating a brighter future for children and young people with cancer. With the rest of the Board of Trustees, you will be governing CCLG and direct how the charity is run.

The Board of Trustees:

- Provide a clear and inspiring strategic direction for the charity that enables us to meet our objectives within the resources we have
- Determine the purpose and values of the charity that are core to why we are here and who we are
- Develop organisational goals and achievable strategic plans that move us towards our goals
- Evaluate performance and hold us to account for meeting our targets

Legally a Trustee must:

- Ensure the charity pursues its objects – these are the reason we are here
- Act at all times in the best interests of children and young people with cancer and their families
- Comply with the charity's governing documents
- Ensure the charity's resources are managed responsibly and effectively to fulfil the charity's objects
- Act with reasonable care and skill to benefit the work of the charity

To fulfil this role, all Trustees will:

- Listen to and promote the voice of children, young people and their families
- Listen to the views of staff, members and supporters and contribute to an environment where staff and members can, and want to, work towards our goal of a brighter future for children and young people with cancer
- Understand the reach, impact and financial health of the charity, approving plans, budgets and policies as needed, that make best use of our resources
- Review the risks and opportunities facing the charity and how we are managing these
- Provide support and challenge the Chief Executive and the Senior Leadership Team, understanding the difference in role between the Board and the staff leadership
- Ensure the charity has assurance of effective systems and controls
- Appoint the Chief Executive Officer and monitor their performance
- When needed, represent and promote CCLG externally
- Contribute actively to the work of the Board, preparing for and attending Board meetings
- Protect and enhance the reputation of the charity through your personal behaviour, governance oversight, and activities on behalf of the charity.

You may also need to take part in appraisal, recruitment, grievance and disciplinary panels as required.

Every Trustee brings a different set of skills, knowledge and experience – they use these to help the Board of Trustees reach sound decisions.

Trustee person specification

Personal competencies

CCLG Trustees are expected to demonstrate each of the following core competencies:

Commitment

- Ability to understand and accept the duties and liabilities of being a charity Trustee.
- Empathy with the vision, mission, and aims of the charity.
- Willingness and ability to devote the necessary time and effort.

Focus

- Ability to think and apply knowledge strategically.
- Ability to think creatively.
- Ability to analyse and evaluate management information.

Communication

- Ability to communicate clearly and sensitively and to take an active part in discussions.
- Ability to influence and engage, challenge constructively and ask questions appropriately.
- Ability to express one's own opinion in a reasoned way, and to hear the views of others.

Accountability

- Ability to exercise sound and independent judgement.
- Ability to make and stand by difficult decisions, including those which may be seen as unpopular.
- Ability to manage difficult and/or challenging situations.
- Ability to maintain confidentiality over confidential and/or sensitive information.

Skills and experience

The knowledge, skills and experience in the list below are relevant to CCLG's main areas of activity, and they are represented across the charity's leadership and staff, who apply them at operational level. CCLG is looking for Trustees who have the knowledge and understanding to maintain oversight of these activities at a strategic level, and who can contribute well-informed views, constructive challenge, and a commitment to best practice stewardship of the organisation. We are looking for Trustees who have one or more skills/experience from the following list. This list is not exhaustive and we are interested to hear what skills and experience you feel you could contribute to CCLG.

- Lived experience of childhood, teenage or young adult cancer, as a patient/survivor or a parent/carer
- Strategic leadership and management.
- Strategy development and implementation.
- HR practice / management.
- Trusteeship in a similar size or larger organisation.
- Charity law and governance.
- An area of expertise relevant to the charity such as accountancy/financial management, law, project/programme management, human resources, or organisational development.
- Advocacy, campaigning, policy formulation, and influencing.
- Experience of building and developing commercial partnerships.
- Fundraising.
- Marketing, communications, or public relations.
- Working as a healthcare professional in children and/or young people's cancer services.
- Knowledge, skills, and experience relating to cancer research.

Recruitment process

If you are interested in becoming a Trustee for CCLG: The Children and Young People's Cancer Association, please include the following with your application:

- A CV detailing your recent achievements, along with the details of two referees
- A supporting statement that outlines your motivations for applying and what you think you can contribute to the Board of Trustees and to CCLG.

You should submit these documents by email to sharon.priestley@cclg.org.uk. If you would like an informal discussion about CCLG and the role with Ashley Ball-Gamble (CEO) and/or David Oxnam (Chair of Trustees), please contact Sharon Priestley (Executive Assistant to the Chief Executive) via the same email address.

The closing date for applications is 11:59pm, Sunday 29 June 2025. Following this we'll review all applications and shortlist for interviews, which will take place online via Zoom/Teams during July/August.



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CCLG and The Children & Young People's Cancer Association are operating names of The Children's Cancer and Leukaemia Group, registered charity in England and Wales (1182637) and Scotland (SC049948).