



# Welcome

Thank you for your interest in joining Jo's Cervical Cancer Trust as Chair.

The last twenty years have seen extraordinary growth for Jo's Cervical Cancer Trust – we have worked tirelessly to raise awareness of cervical cancer, its causes and how to prevent it. From its impact on the launch of the HPV vaccination programme to its education on screening, treatment and survivorship issues, Jo's Cervical Cancer Trust has continued to increase its reach and during that time, we have helped support thousands of women and people with a cervix.

This is a pivotal time for us. The World Health Organisation has prioritised cervical cancer as a key area of focus and our ambitious vision for the elimination of the disease is very firmly in sight. The importance of the WHO strategy adds power to our ambition and vision, and to the energy and pace which has typified the growth and success of our small yet impactful charity.

The charity has seen a period of transformation and today it is in an excellent position to increase its impact and reach. COVID-19 has slowed our progress down, but this year has been a year of rebuilding and recovery for us. Our staff have worked incredibly hard to innovate and ensure those who needed us got the answers they needed. We listened to our community and used our voice to advocate for their needs. We're proud of our achievements this year, working with new partners, on new projects and expanding our reach even further.

The demand for information, our services and support continue to rise, and it is therefore a pivotal time to be joining our Board. Our current Chair, Clodagh Ward, will be standing down and we are now seeking a suitable successor who can help shape, and take the organisation through, the next exciting era of development and impact. As our Chair, you will lead the Board while working closely with the Chief Executive on the effective stewardship and strategic management of the organisation. A confident and positive leader and ambassador, you will have the strategic acumen and emotional intelligence to promote us and help steer Jo's Cervical Cancer Trust through the next phase of growth.

To expand our knowledge and experiences, and enable us to achieve our strategic goals, we want to diversify our board. We welcome approaches from members of a minority group, as well as those who have been personally affected by cervical cancer and / or cervical cell changes to enable us to better reflect the communities we work with. Knowledge and experience of any of the following would be of particular interest to us: public affairs; governance and charity law within the voluntary sector; and those with links to corporate business and the ability to develop strong commercial partnerships.

If this excites you and you share our ambition, our vision and have the experience we are seeking, we'd love to hear from you.

**Board of Trustees**  
**Jo's Cervical Cancer Trust**



# Background

Jo's Cervical Cancer Trust – born out of the loss of one woman, Jo Maxwell – hopes to contribute to a future wherein no lives are lost from cervical cancer.

The charity was set up in 1999 by James Maxwell after his wife, Jo, died of cervical cancer aged just 40. When Jo was diagnosed, she and James struggled to find the support and information they desperately needed and were surprised there wasn't a charity focused on just cervical cancer. Today we are the leading cervical cancer charity in the UK, as well as being focused on cervical cancer prevention.

We are here for everyone who needs us, for as long as they need us, but we won't stop until the day that cervical cancer is no more. Cervical cancer can be devastating but we're here to reduce the impact. We provide trustworthy information, campaign for change and provide support at every step.

Our projects make a significant impact on the health and wellbeing of women and girls, ranging from developing our essential support services, to reaching marginalised groups, to providing training and resources for health care professionals in order to improve their knowledge of patient experience.

We work with a wide variety of people affected by cervical cancer and health care professionals, including oncologists, gynaecologists, specialist nurses, GPs, practice nurses and colposcopists. We provide information, promote best practice guidance and campaign for clinical excellence for all patients. Our [latest reports](#) focus on ways to prevent more cervical cancers and ensure the best care, support and treatment for people with cervical cancer. Here you can read our latest [annual report](#) which features important highlights of our work.

## **Cervical cancer**

In the UK every year over 3,000 women and people with a cervix are diagnosed with cervical cancer. Around 900 lose their lives. A further 220,000 are affected by cervical cell changes that if undiagnosed and untreated may develop into cervical cancer.

Cervical cancer affects women and people with a cervix of all ages and is one of the most common cancers in under 35s in the UK. For those who survive, treatment can be invasive and the long-term effects can significantly reduce quality of life.

Thanks to the NHS cervical screening and vaccination programmes cervical cancer is largely preventable, however we are now seeing a worrying downward trend of those not choosing to attend screening resulting in some of the lowest rates in over 20 years.

## Our vision

A future where cervical cancer is a thing of the past.

## Our mission

To see cervical cancer prevented and reduce the impact for everyone affected by cervical cell changes (abnormal cells) and cervical cancer through providing the highest quality information and support, and campaigning for excellence in cervical cancer treatment and prevention.

## Our values

Our core values support our vision, shape our culture and reflect what the charity values. They help us in our decision-making process and let our supporters and stakeholders know what we're about.

- **Passion** – with it we achieve the extraordinary.
- **Respect** – we make every effort to understand and be considerate of the needs of others.
- **Evidence** – this underpins every decision we make.
- **Collaboration** – we can achieve our purpose by working together.
- **Challenge** – through it we influence, generate change and progress.

## What we do

### Provide information and support

We offer a range of services to those affected by cervical cancer, cell changes and prevention concerns. This includes a free helpline, Ask the Expert service, online community and personalised one to one cancer support. We provide evidence based, peer reviewed and easy-to-read information covering all aspects of cervical cancer, from preventing the disease to living with beyond a diagnosis.

### Policy and campaigning

Change can only happen through working together and we work closely with policy makers, charities, organisations and the medical community across the UK. We fight hard to reduce inequalities and for everyone to have access to the best possible treatment, support and tests. Through our research and campaigns, we spark conversation, raise awareness and encourage action.

### Health outreach

We work deep in the heart of communities to understand specific barriers to cervical cancer prevention and to co-build education programmes. We also deliver training and support health care professionals to improve the health of their communities.

### Raising the funds to achieve what we need to do

We can't achieve anything without raising funds and continue to invest in fundraising in order to achieve our goals. We are enormously grateful to our incredible supporters. From individuals who have been personally affected, to those taking part in mass events, to corporate, trust and statutory funders, we cannot achieve what we do without them.

## Our Board and Ambassadors

Our board of trustees, all of whom are volunteers, are responsible for the overall strategy and direction of the charity.

Our ambassadors are an amazing bunch of people who help us to raise awareness of how cervical cancer can be prevented. Whether they've been affected by cervical cancer or cell changes, have had HPV or been to cervical screening, they're using their personal experience and their platform to spread the word further. Together, we're raising awareness, sharing facts and busting myths and stigma.

Although the last years have seen enormous achievement, there is more work to be done to show women that cervical cancer is largely preventable, and to help women to recognize any symptoms they may develop. Feedback from current members has shown that more must be done to provide face-to-face support, as well as efforts into community service and educational programmes. Though the web has been an amazing platform for Jo's Cervical Cancer Trust, to reach more women, we must grow, through increased income and awareness.

It is our hope that by providing the best possible services, Jo's Cervical Cancer Trust will become the global portal for cervical cancer and contribute to a significant drop in the incidence of this disease worldwide.

# Job Description

**Job Title:** Chair of Trustees

**Direct reports:** Chief Executive and Board of Trustees

## About the role

Our Chair makes an invaluable contribution to the charity and ensures we have strong and effective governance. To achieve our vision, we must continue to develop and not slow down. Our Board supports and challenges this growth and we are now seeking a new Chair to continue to guide us over the coming years.

The Chair provides overall leadership and has responsibility for ensuring outstanding governance, overseeing risk and reviewing Jo's Cervical Cancer Trust's performance. We are looking for people who are excited by our vision, have the passion to help transform the way in which cervical cancer is perceived and who share our determination to save lives.

## Principal responsibilities:

- Promote our values, vision and reputation through inclusive and effective leadership.
- Where appropriate, work in partnership with the Chief Executive to represent the organisation to government and other stakeholders, and act as an advocate and influencer into government and matters related to the role and remit of Jo's Cervical Cancer Trust.
- Maintain personal knowledge and expertise of issues pertinent to the work of Jo's Cervical Cancer Trust.
- Personally uphold the highest standards of integrity and probity.
- Lead the Board in partnership with the Chief Executive and Leadership Team to agree the strategic direction, its annual operating plans and KPIs and ensure that the organisation is structured and resourced to deliver that strategy.
- Support the Board to monitor the implementation of strategy and objectives by the executive and to hold it to account for delivery.
- Exercise effective leadership of the Board in fulfilling its functions and remit, ensuring that the Board has the culture, processes, structures and relationships for effective governance and that trustees are supported to meet their legal, regulatory and fiduciary duties.
- Maintain an open, inclusive and learning culture on the Board including periodically reviewing governance arrangements, Board and Trustee (including Chair) effectiveness and how Jo's Cervical Cancer Trust is meeting its aims, legal objects, vision and strategy.



# Person Specification

## Knowledge & Experience

- Excellent understanding of good governance and the discipline of Board leadership and management.
- An appreciation of the wider health, social and political landscape, either through professional or lived experience.
- Strong chairing boards/committee experience and working effectively with a wide range of stakeholders.
- Personal and professional credibility that will command confidence with the board and stakeholders.

## Skills & Abilities

- The ability to apply high level governance skills in chairing a Board and adherence to the Charity Governance Code principles of good governance, including collective responsibility, discharge of fiduciary duties and the seven principles of public life (the Nolan principles).
- The ability to build excellent relationships, internally and externally, with a range of people from all backgrounds.
- Demonstrable commitment to equality and diversity and experience of championing equality and diversity matters.
- Ability to encourage positive change and innovation where appropriate.
- A clear appreciation of the respective roles of the Chair and Chief Executive.
- Strong networking capabilities that can be utilised for the benefit of Jo's Cervical Cancer Trust.

## Values & Behaviours

- Integrity and honesty.
- Reliable and enthusiastic.
- Team player, flexible and adaptable.
- Proactive in understanding the work of the charity.
- A demonstrable commitment to Jo's Cervical Cancer Trust's aims and values.
- Willingness to hear about and understand issues relating to cervical cancer and cell changes.





# Terms of Appointment

## Remuneration

The role is currently unremunerated but reasonable travel expenses may be claimed.

## Meeting commitments

Meetings are held quarterly in London and will be a mix of in-person and online.

## Time commitment

Maximum of 2 days per month.

## Terms of appointment

All board members are appointed on an initial three-year term which is renewable for a further term of 3 years.





## How to apply

We hope you will consider making an application. If you have questions about the appointment and would find it helpful to have an informal conversation, please contact Joëlle Prins on [Joelle.prins@starfishsearch.com](mailto:Joelle.prins@starfishsearch.com) and we will be happy to arrange a call.

**To make an application, please go to <https://starfishsearch.com/jobs/jos-cancer-chair/> and click on the apply now button, with the following prepared:**

- Your CV (no more than three sides).
- A supporting statement (no more than two sides) that sets out why you think this role is the right move for you and how you meet the knowledge and experience criteria.

We would also be grateful if you would also complete the Equality and Diversity monitoring form on the online application process. This form is for monitoring purposes only and is not treated as part of your application.

**Closing date:**

**Monday 18th July 2022**

