



Candidate Pack for Chief Executive

Welcome

Thank you for your interest in becoming the next Chief Executive at Tenovus Cancer Care.

With more people than ever living with cancer in Wales, there has never been a greater need for our support. As rates are only estimated to rise, it is vital we continue to meet this growing demand and respond to the needs of everyone affected by cancer.

Over our rich 80-year history, we have established ourselves as the charity people turn to when they are affected by cancer in Wales. Our experienced nurses, counsellors and benefits advisors help more than 2,000 people diagnosed in Wales every year, and with over 1,000 volunteers, 228 staff and a £9.6m turnover, we are determined to champion people's needs and give the best access to treatment and support.

We have been extremely fortunate to have had an outstanding chief executive in Judi Rhys MBE, who leaves the organisation in a strong position. As we come to the end of our five-year strategy, we are currently undergoing a strategic review. Over the past five years we have made significant strides in our mission to improve outcomes for everyone affected by cancer. Using valuable insight, we have prioritised the areas where we can have the most impact: providing holistic support and tackling inequalities. Our profile has risen significantly in recent years, thanks to our campaigning efforts and extensive media coverage and our advocacy and influencing work is making a tangible difference.

We are now looking for a terrific leader to become our new Chief Executive. This high-profile role brings together a challenging breadth of responsibility. It combines leadership, strategy development, income generation, budget and business planning, building and developing effective relationships with all our staff and stakeholders, assured management, oversight of effective delivery and an important ambassadorial role.

You will join a strong and dedicated leadership team committed to delivering excellence across the whole organisation. The ability to work collaboratively both internally and externally is crucial, and excellent leadership, financial acumen, communication and team-building skills are a must. Importantly you will also be someone that shares our values and is passionate about making a difference for those effected by cancer.

We are open to people from different backgrounds and experiences, with an understanding of the third sector in Wales, able to drive our growth and ensure our sustainability now and in the future.

If you have the passion, experience and qualities to become our new Chief Executive, we very much look forward to hearing from you.

Tracey Burke,
Chair of Tenovus Cancer Care

"It has been such a privilege to lead Tenovus Cancer Care, one of the greatest experiences of my life. It's a very special charity, so rooted in the community and completely focused on doing the very best for the people who need our services and support.

The opportunity to work alongside people affected by cancer and witness the dedication and generosity of staff, volunteers, and supporters is truly amazing and inspiring. I'm immensely proud of everything we've achieved together, and it's incredibly rewarding to see the difference we're making to the lives of so many people affected by cancer.

"While, sadly, there remains a huge amount of work to do to improve outcomes across Wales, this is a fantastic opportunity for a new leader to build on these strong foundations with continued passion and commitment."

Judi Rhys MBE,
Chief Executive of Tenovus Cancer Care

About us

We give help, hope, and a voice to everyone affected by cancer. We understand how cancer can impact every aspect of life and how it affects families and friends too. Our wide range of services offer information, advice, and specialist support to people living with cancer, and their loved ones.

We're committed to listening to the real experiences of people affected by cancer in Wales to drive the changes that make a difference.

Our Story

In 1943, Tenovus Cancer Care was founded by 10 Cardiff businessmen supporting a friend in need.

"There were ten of us. So, we called ourselves Tenovus."

Our Values

Integrity: We aim to do the right thing by being honest, respectful, and trustworthy.

Supportive: We help and encourage each other so we can be there for those who need us.

Inclusive: We create a welcoming environment where everyone feels respected and has a voice.

Innovative: We explore new ideas and create ways to deliver for today and tomorrow.

Collaborative: We work together to make a difference.



Strategic Aims

Our Vision

We want a future that gives anyone affected by cancer, in Wales and beyond, the best access to the treatment and support they need. A future that reduces the impact of cancer, gives people hope and helps them to live their best lives.

Our Mission

To give hope, help and a voice to anyone affected by cancer, in and around the community. We empower people through our support and services. We champion their needs by campaigning for better treatments, outcomes, and health across the nation. And we bring hope through influencing and working for advances in cancer research.

Our Aims

- To provide cancer support, information and services that empower and encourage people, helping them to have an improved quality of life.
- To work alongside people affected by cancer to champion their needs, raise awareness of the issues faced and campaign to bring about change, at a national and community level.
- To gain insight into the issues affecting people with cancer and to help make sure cancer research positively affects cancer outcomes and experiences.
- To be an effective, resourceful, proactive charity where every staff member and volunteer is dedicated to the work we do in supporting people affected by cancer.

Here for Everyone

We are committed to reflecting and representing the communities we serve in everything we do. We want Tenovus Cancer Care to be an inclusive organisation where everyone feels welcome and free to be themselves, whether you're affected by cancer, a volunteer, supporter, or staff member.

Many of our services are available through the medium of Welsh. We are a Disability Confident Employer and have a Cultural Competence Action Plan to implement good workplace practice and make sure our services are fair and equitable for everyone. We are proud our activity has been recognised by being awarded a gold attainment level for Diverse Cymru's Cultural Competence Certification Scheme and securing the Welsh Language Commission's 'Cynnig Cymraeg'.

It's vital we better understand the experiences of everyone affected by cancer to drive the changes that make a real difference. We continue to listen to voices from every corner of Wales through our All-Wales Cancer Community and community engagement work.



Job description

Job Title: Chief Executive

Department: Chief Executive's Office

Reporting to: Chair of the Board of Trustees

Location: Jones Court, Cardiff and home - The Chief Executive is expected to demonstrate the personal presence required to effectively lead the organisation.

Role purpose

As Chief Executive of Wales' leading cancer charity, you'll have a genuine passion and commitment for our work and a real insight into the perspective of people affected by cancer. You'll provide inspirational leadership and direction to the charity, managing the Leadership Team and motivating and engaging staff, volunteers, beneficiaries and donors, and nurturing a positive organisational culture rooted in our values. You will champion diversity in all our work and strive for an inclusive and supportive workplace culture.

Working closely with the Board of Trustees you'll develop the organisation's long-term strategy, budget and business plan, making sure it complies with the law and regulations including the Charity Commission. You'll act as the principal ambassador for the Charity, providing the public face for campaigns, building relationships with stakeholders including the NHS in Wales, Welsh Government, the media, business and other key partners.

Main responsibilities

Strategic:

- Lead the development of the long-term strategic plan with annual reviews.
- Steer the Leadership team and key stakeholders in the development and implementation of all plans coming from the overall strategic plan.
- Oversee the reviews for policies, processes and procedures making sure they are fit for purpose, regularly updated and communicated clearly across the charity.
- Take overall responsibility for achieving, monitoring and reporting on performance against targets in all areas of the Charity's activities, taking appropriate action as required.
- Develop a culture of continuous improvement throughout all aspects of our work.
- Establish and monitor key indicators of the Charity's impact.
- Make sure the services we provide are efficient, effective, safe and of the highest quality.
- Make sure that income generation strategies are developed to maintain and enhance the level of funding from an optimum mix of income streams, including income generated from our extensive network of shops, statutory grants and trusts, voluntary donated income and the commercial trading of products and services.

Operational:

- Represent the Charity at external events, publicity opportunities and in the media.
- Be an ambassador for the Charity creating and maintaining a positive external image and highly motivated workforce.
- Build relationships with local and national politicians, health, social and cancer sector professionals, public sector bodies and private sector businesses to advance the charity's vision and core purpose.
- Ensure that Tenovus Cancer Care continues to put the needs and priorities of people affected by cancer at the heart of its organisational strategy and that their voices and experiences are considered in a meaningful way in developing and delivering its services and campaigns.
- Ensure that Tenovus Cancer Care keeps abreast of, and influences, developments in the cancer landscape and is agile in responding to new opportunities to improve cancer outcomes.
- Maintain awareness of risks and changes in the external environment that affect the organisation.
- Supply regular reports to the Trustee Board and attend Board and Committee meetings.
- Ensure that the charity has the appropriate policies, procedures, systems and processes in place and that

they are understood and adhered to.

People Management:

- Be an inspirational leader for Tenovus Cancer Care, so that it consistently achieves excellence, and invites innovation and change.
- Lead, manage, inspire and develop the Leadership Team promoting a positive, fully inclusive, inspirational and can-do culture; be visible, energetic and participative encouraging cross team working and initiatives.
- To effectively manage the performance of the Leadership Team, ensuring they are working to agreed objectives, delivering outcomes and that they receive appropriate training and support.
- Develop annual strategic aims, objectives and KPIs for all direct reports and their teams.

Governance and Compliance:

- Foster good working relationships and ensure systems and structures are in place for the Board of Trustees to fulfil its legal, statutory and regulatory responsibilities whilst exercising effective control of the Charity.
- Build an effective working relationship with the Chair of the Board of Trustees.
- Make sure the board has robust and effective governance by adopting and complying with the Charity governance code.
- Provide advice and support on charity commission regulations and update the trustees on any changes to regulation on a regular basis.
- Make sure the Charity fulfils its legal, statutory and regulatory responsibilities.

Financial Management:

- Oversee budgets, expenditure and management accounts ensuring that income and expenditure is within the Strategic and operational plan targets.
- Accountable to the Board of Trustees for the overall financial health of the Charity.
- Identify new funding, income and tender opportunities for work within the scope of the Charity's strategic plan.
- Maintain and review the risk management framework for Tenovus Cancer Care to support the priorities and goals within the strategic plan and ensure robust financial and strategic management.



Person specification

Knowledge and experience

Essential:

- A successful and demonstrable track record of leadership and strategic management at Board level in a customer focused organisation.
- Demonstrable track record of income generation from a variety of funding streams.
- Experience of running an organisation with a focus on quality of service, governance, productivity, inclusivity and engagement.
- Experience of managing considerable resources and budgets with a track record of delivering long-term financial sustainability.
- Experience of representing an organisation externally and building successful strategic partnerships.
- Experience of promoting and raising brand awareness using traditional and digital communication strategies and improving the use of technology.
- Experience of effective public communication, including media experience, public speaking and presenting to a variety of audiences.
- Strong business acumen with a demonstrable track record of enabling innovation and creativity.

Desirable:

- Knowledge of issues in the third sector, and health, social care and cancer sectors.
- Knowledge of the charity retail sector, including online.
- Experience of working with Committees and Boards.
- An appreciation of the role of Welsh Government and the wider public services in Wales and the political, constitutional and cultural context within which they operate.

Skills and abilities

- Ability to act and think strategically and to articulate a clear focus, sense of direction and vision to a wide audience.
- Outstanding leadership, management and teambuilding skills; the ability to lead from the front.
- Innovative and creative – not afraid to try new things and take well managed risks.
- Exceptional communication, listening and interpersonal skills.
- Highly developed influencing and negotiating skills.
- A natural ambassador and networker with the ability to build effective relationships to benefit the organisation and enhance fundraising.

Styles and behaviours

- Collaborative and compassionate leadership style.
- Resilient and determined.
- The ability to bring energy, enthusiasm and empathy to our Vision.

Terms of appointment

Salary

The salary for this role is c.£100,000 per annum, negotiable for an exceptional candidate, on a full-time permanent basis.

Location

Head Office in Cardiff and home based. The Chief Executive is expected to demonstrate the personal presence across all locations required to effectively lead the organisation.

Pension

7% employer and 2% employee contribution after completion of three months service.

Annual leave

35 days a year including bank holidays.



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 Erin.Fuller@starfishsearch.com and we will be happy to arrange a call. To make an application, please go to <https://starfishsearch.com/jobs/tnc-chi-exe/> 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 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: 10am Monday 16th June 2025

