



# MESOTHELIOMA UK

## Application Pack

### Contact Information

For more information or for any queries, please contact [faye.forde@mesothelioma.uk.com](mailto:faye.forde@mesothelioma.uk.com)

Alternatively, you can submit any questions via post to the address below.

Unit 116, Greenacres, The Sidings, Leicester

LE4 3BR

Tel: 0116 296 5233

### How to Apply

Please submit your CV along with a cover letter to [faye.forde@mesothelioma.uk.com](mailto:faye.forde@mesothelioma.uk.com). Please include information on why you think you would be a suitable Trustee as well as any relevant information on your skills and experience.

### Further information about the charity

Mesothelioma UK was established in 2009 to continue the work and services established by the National Macmillan Mesothelioma Resource Centre (NMMRC). NMMRC was initially funded by Macmillan Cancer Support and it was based within the University Hospitals of Leicester where the team developed a range of national resources. The centre demonstrated the benefits of a national approach to the provision of information and much needed support people affected by mesothelioma.

Mesothelioma UK is dedicated to providing specialist mesothelioma information, support and education, and to improving care and treatment for all UK mesothelioma patients and their carers. Mesothelioma UK also seeks to support NHS aspirations to drive up standards for those afflicted, ensuring equitable access to the best treatments, trials and care. Two additional aims are to raise the profile of mesothelioma to prevent

future cases of asbestos-related disease and to help the UK lead the way in making mesothelioma history through the promotion of world class research and clinical trials.

Mesothelioma UK is a charity totally dedicated to mesothelioma. It was established within the thoracic oncology team at the University Hospitals of Leicester (UHL). In the late 1990's and early 2000's the UHL Thoracic Oncology Team developed a clinical and research interest in the disease, that attracted enquiries and referrals from across the UK. Patients who contacted the UHL team were often experiencing troublesome symptoms, were desperate to access treatment and clinical trials and were in need of specialist information and support. Establishing the National Macmillan Mesothelioma Resource Centre that went on to become Mesothelioma UK, was the UHL Thoracic Oncology Team's response to addressing the needs of those affected by mesothelioma.

The charity is fully embedded into NHS front line services ensuring specialist care is available at the point of need. This is achieved through a growing network of mesothelioma clinical nurse specialists, regionally based in NHS hospitals and funded in part or in total by the charity. The nurses are a genuine 'tour de force' who have a range of specialist information and support resources made available through Mesothelioma UK, that complement and enhance their clinical skills and ability to provide support and information across a region.

To date, there are 18 Mesothelioma Clinical Nurse Specialists (CNS) based in Leicester, Portsmouth, Manchester, Sheffield, Oxford, Northeast, Glasgow, Cambridge, Yorkshire, Manchester, Plymouth, Wales, Kent, London, Southampton and Liverpool.

Charitable Incorporation Number: 1177039

### Trustee role description

The legal duties of a trustee (adapted from <https://knowhownonprofit.org>)

#### Trustees are responsible for the proper administration of their charity

Trustees must make sure that the charity's assets and resources are used only for the purposes of the charity. They must make sure that the charity is run in accordance with its governing document, charity law and all other laws and regulations that affect its activities.

#### Trustees must accept ultimate responsibility for everything their charity does

The trustees are responsible for the vision, mission and management of the charity. They are accountable if things go wrong. They can delegate some tasks as the governing document allows but ultimate responsibility remains with trustees.

#### Trustees have to act reasonably and prudently in all matters relating to their charity

The law imposes a duty of care on the trustees of charities. This is sometimes expressed as a duty 'to exercise such care and skill as is reasonable in the circumstances'. The duty will be greater if a trustee has (or claims to have) any special knowledge or experience, or if their business or profession means they can reasonably be expected to have special knowledge or experience. In matters where trustees are not expert, they will be expected to take appropriate advice.

This duty is very significant. Essentially, provided trustees can show that they are acting reasonably, in a way which furthers the legal objectives of the charity, it is unlikely that they can be criticised under charity law.

#### Trustees must safeguard and protect the assets of their charity

A charity's assets include its investments, cash, land, intellectual property, staff and reputation.

#### Trustees have a duty to act collectively

Decisions and responsibilities are shared, so all trustees should take an active role. Trustees can act by majority (unless the constitution says otherwise), but all the trustees are collectively responsible for decisions made by the trustees. Once a decision is made all trustees are bound to support it.

Some trustees will have particular roles. For instance, the chair is likely to be a figurehead for the organisation and to have a special relationship with senior members of staff. The treasurer will be responsible for explaining the financial situation to the rest of the trustees. However, responsibility for decision making still lies with the board as a whole.

#### Trustees must act in the best interests of their charity

The interests of the charity are paramount. Trustees should not allow their personal interests or views to override this: they must exercise independent judgement.

#### Trustees must avoid any conflict between their personal interests and those of the charity

The main implication of this is that the scope for trustees to receive personal benefit from their charity is very limited. Trustees must deal appropriately with any conflicts

which arise between their own personal interests and those of the charity. Trustees must also be alert to possible conflicts between duties they may owe to other organisations and the duties they have to the charity.

## Skills and Experience

### Essential

- Qualified accountant with demonstrated commercial awareness and knowledge.
- Proven ability to communicate and explain financial information to members of the Board and other stakeholders.
- Analytical and evaluation skills, demonstrating good judgement.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- Good communication and leadership skills
- Dedicated to the organisation's cause and objectives and willing to act as the charity's ambassador to external bodies, charities and companies.
- A team-oriented approach to problem solving and to management.

### Desirable

- Skills and experience in one or more areas of non-executive governance and management e.g. strategic planning, business management, financial/accountancy, experience of Trusts or other grant giving bodies particularly fundraising and legal knowledge.
- Demonstrated knowledge and experience of charity fundraising and finance practices.

## Copy of Advertisement

### An Exciting Opportunity has Arisen for New Trustees

Position: Finance Trustee, Board of Trustees

Location: Leicester

Salary: Volunteer

Term of service: 3 year term with possibility for re-election

Time Commitment: Quarterly Trustee meetings in-person, monthly video calls plus additional time on an ad hoc basis to review documents and fulfil obligations

#### About the charity:

Mesothelioma UK is a national specialist resource centre, specifically for the asbestos-related cancer, mesothelioma. The charity is dedicated to providing specialist mesothelioma information, support and education, and to improving care and treatment for all UK mesothelioma patients and their carers. It has also been a modest funder of research over the last few years.

The charity integrates into NHS front line services to ensure specialist mesothelioma nursing is available at the point of need. This is achieved through a growing network of specialist mesothelioma nurses, regionally based in NHS hospitals but funded by Mesothelioma UK.

We are currently looking to complement our current Board of Trustees with people who have a passion for high quality healthcare and cancer care in particular. We need trustees to provide leadership and support as we fulfil our mission and vision.

More information about the charity is available in the Application Pack.

#### About the role:

We are particularly interested in hearing from qualified accountants with a recognised accounting and finance qualification, as well as a proven ability to communicate and explain financial information to members of the Board and other stakeholders. Experience of finance in a non-profit setting is desirable but not essential.

The appointed Trustees will aid the current board. This may involve:

- Scrutinising board papers
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives and long-term strategy
- Other issues in which the trustee has special expertise

The current Trustees of Mesothelioma UK have all found their roles extremely rewarding and have been proud to be a significant part of bringing the charity to its current and strong position. Mesothelioma UK has become an essential part of the mesothelioma community in the UK, developing services essential to those affected by the disease. We believe that whilst what has been achieved so far is impressive, there is so much more that could be done. New trustees would be in a strong position to support and influence the ambitious plans that are currently under development to take Mesothelioma UK to a new level of impact.

Please see the Application Pack for details on the legal duties of a Trustee.

#### Application Process:

Please submit your CV along with a cover letter to [faye.forde@mesothelioma.uk.com](mailto:faye.forde@mesothelioma.uk.com). Shortlisting will take place on an ongoing basis and we reserve the right to close the application process at any time.

Interviews will take place virtually at a date to be confirmed.

## **Current Board of Trustees**

### **Professor Michael D Peake MB, ChB, FRCP, *Chair of the Board of Trustees***

Professor Peake is now Clinical Director of the Centre for Cancer Outcomes, University College London Hospitals, a Clinical Advisor to Cancer Research UK and Chair of the UK branch of the CODE (Collaboration for Oncology Data in Europe) programme. He is also Emeritus Consultant and Hon. Professor of Respiratory Medicine in the University Hospitals of Leicester.

He has had a major interest in lung cancer and mesothelioma for many years, establishing the National Lung Cancer Audit. He was heavily involved in the development of the National Cancer Registration and Analysis Service and was National Clinical Lead for Lung Cancer until the NHS reforms of 2013. He founded the UK Lung Cancer Coalition, chairs the Board of Mesothelioma UK, is a member of the board of the British Thoracic Oncology Group and the National Lung Cancer Forum for Nurses.

He has been involved in the development of national cancer policy since the mid-1990s. He has published widely, his major interests being early cancer diagnosis and improving outcomes for cancer patients by proper service configuration, supported by good clinical outcome data.

### **Avinash Aujayeb, *Trustee***

Avinash is a consultant in, and Pleural Lead for, Acute and Respiratory Medicine in Northumbria HealthCare NHS Foundation Trust. The North East sees one of the highest rates of mesothelioma and the disease forms the bulk of his work.

Avinash is responsible for thoracic ultrasound and pleural procedure training locally. He is very involved in local and regional projects regarding pleural procedures and pleural cancers. He regularly presents at local, regional and international conferences. His various contributions are on Researchgate.net

Avinash is from Mauritius and actively participates in teaching there delivered via the University of Mauritius. He is a keen cyclist and mountaineer and combines this with being a husband and a new father.

**Helen Childs, *Trustee***

Helen is a partner at the law firm Royds Withy King where she heads up the team of specialist Industrial Disease solicitors. Helen and her team are dedicated to representing individuals affected by asbestos related illnesses, and Helen is an APIL (Association of Personal Injury Lawyers) accredited specialist in this area.

Helen has represented the claimant in several recently reported decisions which have clarified and advanced the law with regard to those affected by mesothelioma.

Helen is honoured to be able to help support Mesothelioma UK as one of its trustees.

**Alida Coates, *Trustee***

Alida is a solicitor with Irwin Mitchell LLP, specialising in asbestos related diseases claims. She has over 20 years' experience helping those diagnosed with mesothelioma (and other asbestos illnesses) gain access to compensation and is considered an expert in this area with a thorough knowledge and understanding of the issues faced by her clients. Alida has been a Trustee of Mesothelioma UK since 2009.

**Sharon Hague, *Trustee***

Sharon is a Senior Vice President at Pearson plc, a leading global education company, where she has worked for nearly 20 years. She is responsible for the development and delivery of qualifications and assessments together with providing primary and secondary schools both in the UK and internationally, with high quality teaching and learning resources.

In 2017, Sharon's father, Douglas Hague was diagnosed with mesothelioma having worked as a telecommunications engineer in London for nearly 40 years. Sharon supported her father throughout his illness until he passed away in August 2018. Having had this experience, Sharon feels passionately about the role Mesothelioma UK has in supporting patients and their families and raising awareness of asbestos-related illnesses.

**Dr David Hetmanski, *Trustee***

Dr Hetmanski is the Assistant Director of Research & Innovation at University Hospitals of Leicester. He has over 16 years' experience in research management and



is chair of the East Midlands R&D Leads as well as holding an honorary position with the University of Leicester. Before moving into research management he held a number of posts in the NHS and the university sector. Dr Hetmanski has been a Trustee of Mesothelioma UK since 2010.

**Nick Maskell, *Trustee***

Nick Maskell is a Professor of Respiratory Medicine at University of Bristol (UoB) and Honorary Consultant Chest Physician at North Bristol NHS Trust. He was appointed as a consultant there in 2004. He leads the pleural service at Southmead hospital and is the head of the Academic Respiratory Unit at UoB.

He has a major interest in mesothelioma, running a tertiary mesothelioma clinic and chairing the weekly regional mesothelioma MDT. He chaired the current BTS mesothelioma guideline group and was on the committee for the ERS mesothelioma guidelines. He is also a co-chair of the forthcoming BTS pleural disease guidelines (2021) and is an advised to the NPSA on pleural safety matters related to pleural interventions.

He has been the senior author in large published randomised controlled trials in mesothelioma that have led to changes in practice. He also is a co-founder of the Avon Mesothelioma Foundation (AMF), a local charity supporting mesothelioma research and patient care.

**Dawn McKinley, *Trustee***

Dawn is the Senior Executive Officer for British Thoracic Oncology Group (BTOG) and before becoming a Trustee, provided Mesothelioma UK with operational management services. Her role with BTOG is to provide inspiring and innovative management and play a key role in the development of BTOG in collaboration with the Board of Trustees and Steering Committee and overall management of all BTOG projects and activities. Her earlier professional background included marketing, PA roles and VAT accountancy. Prior to BTOG, Dawn worked in Australia as a VAT Consultant

**Melanie Waters, *Trustee***

Melanie Waters was appointed Chief Executive Officer of Help for Heroes in November 2016, taking over from co-founders, Bryn and Emma Parry, who established the Charity in 2007. Prior to joining Help for Heroes Melanie was Chief Executive of The Poppy Factory – an independent employment charity, which puts the recovery and employment of disabled ex-Service people and their families at its heart.

In her earlier career Melanie held significant roles in the commercial sector, leading the External Affairs, Business Improvement and Operations for companies such as the

Automobile Association (AA) and Unite Students. Having graduated in Law from Manchester University Melanie joined The AA and quickly became one of the first female patrol managers. She attained her MBA in 2005.

In non-executive roles, Melanie is a member of NHS England's Armed Forces Clinical Reference Group and an Executive member of Cobseo (Confederation of Service Charities). She is also a trustee of Mesothelioma UK.

Melanie has a strong personal interest in disability and was awarded the OBE in 2017 for services to the Armed Forces.

Once a keen athlete, Melanie's interests now are Pilates, running and cycling; she completed her first Help for Heroes Big Battlefield Bike Ride in 2017 and has cycled the 350 miles each year since.