



# Chief Executive Officer

Recruitment Pack June 2023



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# Welcome

## from Suzanne George, Chair

Thank you for your interest in joining Cancer Support Scotland as our Chief Executive Officer.

I am delighted to welcome you to learn more about Cancer Support Scotland, who we are and what we do.

I am proud to be the Chair of this unique organisation which focuses on the wellbeing, practical and emotional, of all those affected by cancer in Scotland. I work with a committed and supportive Board, and with an engaged and determined team. We may not be the largest cancer organisation in Scotland, but our vision and services are unique; offering support within the chaos a cancer diagnosis inflicts upon both those diagnosed and their crucial support system of family, friends and carers.

We have a strong legacy and a pioneering spirit, engendered and supported by our founder, Sir Ken Calman. We remain patient led as we develop our service delivery; recent examples of our agility and creativity being the acceleration of our digital counselling services and our award winning oncology massage training.

We are looking for a CEO to lead a small team with big ambitions to continue to evolve and transform the wellbeing services for people affected by cancer.

We are proud of our unique positioning and seek a leader who will develop our role in the cancer services support landscape while remaining true to our vision and legacy. This is an exciting opportunity for a change ready, strategic, inclusive leader who has experience of building successful partnerships, commercial acumen, fundraising prowess, community building, and who has a real passion for our cause.

There will be challenges ahead in funding, policy changes and resources, but we've made great progress and achieved so much in many of the areas we focus on, we believe, if we stay focused on what we do, anything is possible.

We want to deliver our ambition of being the national charity focussed on improving the wellbeing of all those people affected by cancer, and if you want to lead our strategy and future, I look forward to reading your application.

**Suzanne George**  
Chair





**Location:**  
**Glasgow – Hybrid**  
**Salary:**  
**£Competitive +**  
**Flexible Working**

# Advertisement

## Chief Executive Officer

Cancer Support Scotland has been the wellbeing champion for those affected by cancer for over 40 years – not only for those diagnosed, but their loved ones and carers too.

We deliver high-quality counselling, complementary therapy and stress management services to promote mental and physical wellbeing and to enable those affected by cancer to continue to live the most active life possible in their community.

This focused and ambitious organisation is seeking a determined Chief Executive Officer to lead the committed team and ensure that those we work with and support get the best services possible, tailored for them.

As CEO, reporting directly to the Board you will be proactive and passionate about supporting the team in all they do, ensuring service delivery and encouraging innovation so that we deliver support across Scotland. Your experience in financial controls and strong fiscal management will help the organisation plan for now and for our future ambitions, and your fundraising leadership and strategic thinking will ensure income generating opportunities are taken.

You will also be an experienced ambassador, who can take our message to partners and stakeholders. If you want to lead a committed team and make a difference to the lives of people at their toughest time, we would love to hear from you.

Applications in the form of a tailored CV and a covering letter (no longer than two pages), highlighting your skills and experience pertinent to the role, should arrive no later than **Sunday 25 June 2023**.

For a confidential, informal discussion about the role, or to request a Candidate Information Pack, please contact LHH directly on **+44 (0)141 220 6460** or email **scotlandexecutive@lhh.com**





# About Us



As Scotland's cancer charity, we have been the wellbeing champions for those affected by cancer for over 40 years – not only for those diagnosed, but their loved ones and carers too.

We deliver high-quality counselling, complementary therapy and stress management services to promote mental and physical wellbeing and to enable those affected by cancer to continue to live the most active life possible in their community.

Founded by Sir Kenneth Calman in 1980, Cancer Support Scotland is a Scottish Charity dedicated to supporting people affected by cancer.

Cancer Support Scotland is based in the grounds of Gartnavel Hospital, Glasgow, and also has support groups throughout west central Scotland.

Cancer Support Scotland, formerly known as "Tak Tent", is helping an increasing number of people deal with cancer.

All the services we provide are free of charge to help reduce health inequalities, and in the last year we have been able to offer more than 6,500 appointments.

However, demand for our services is rising and we rely heavily on fundraising, donations, and legacies to continue our work in supporting people at this critical time.

As the charity was originally started as a support group, we still pride ourselves on offering a drop-in centre for anyone affected by cancer, with free tea, coffee, cakes and WI-FI. This provides a group setting for those affected by cancer to come together, defeat loneliness and remain resilient, while encouraging individuals to champion their experiences to help others.

This creates greater awareness of the cancer journey and ensures a better quality of public services. You can read more about us here - [www.cancersupportscotland.org](http://www.cancersupportscotland.org)



# What We Do

Our Vision - Cancer Support Scotland is the national charity focussed on improving the wellbeing of all those people affected by cancer.

## What this means is that:

- We deliver high quality counselling, complementary therapy, and stress management services to improve mental and physical wellbeing and enable those affected by cancer to continue to be active in their community
- We provide group settings for those affected by cancer to come together, defeat loneliness and become resilient We provide the platform for individuals to champion their experiences resulting in greater awareness of the cancer journey and ensuring better quality of public services
- We provide all of our services at no cost to those that use them to help reduce health inequalities
- We are proud that our services support people with cancer and their families
- We are Scotland's wellbeing champions for those affected by cancer

## Our 2020-2025 Strategy is focused on delivering for those we help:

- **Improve the wellbeing, mental & physical, of those affected by cancer**  
Growth in our high quality counselling, complementary therapy, group work and podiatry services to support wellbeing and enable those affected by cancer to continue to be active in their community. This will result in a more resilient population not suffering from loneliness.
- **Promote the experiences of all those affected by cancer to increase awareness and support**  
Highlighting the impact of wellbeing in the cancer journey to influence policy, develop services and raise funds to increase our impact on all those affected by cancer.



- **Support our people to be the best they can be**  
Providing the modern, creative and safe space where sustainability staff and volunteers can be nurtured and developed as high performing, compassionate and bold individuals, ensuring our vision to be the centre of excellence for those affected by cancer becomes a reality.
- **Deliver long term financial and operational sustainability**  
The development of a strong organisation which delivers financial and operational sustainability to ensure our wellbeing support services continue to grow



Befriending  
Stress Management  
Mindfulness  
Complementary Therapy

➔ 0800 652 4531





# Our Values

**As an organisation we:**

- Put people affected by cancer at the heart of what we do
- Take care of the wellbeing of those affected by cancer
- Treat everyone with kindness and respect
- Ensure professionalism and excellence

**We will do this by:**

- Working collaboratively
- Being non-judgmental
- Having the ability to adapt
- Achieving excellence



**cancer support  
scotland**





# Job Specification



The CEO also has an important role in building constructive relationships with fellow cancer charities and relevant external bodies to support the delivery of our vision.

## Role Purpose

The CEO is responsible for leading the design and delivery of CSS's strategic plans and for the operational management of the charity. The role also supports the trustees in their oversight and governance. The CEO also has an important role in building constructive relationships with fellow cancer charities and relevant external bodies to support the delivery of our vision.

## Key Responsibilities

- Provide leadership and management for the operational and strategic direction of CSS and its services
- Have overall responsibility for the financial health of the organisation and income generated ensuring effective income generation strategies are developed, targets are set and met and are from a mix of revenue streams
- Build an effective working relationship with the Board
- Lead, develop, support, coach and motivate the management team and broader colleagues
- Support and lead a culture of innovation and collaboration
- Ensure appropriate risk management approach and processes are in place
- Build our community and ensure that those who we support can inform and lead the way on strengthening our existing and new services, creating a sustainable patient-led model
- Strengthen our fundraising capabilities by growing our traditional sources of income and exploring new streams for significant revenue generation
- Develop effective relationships with a wide range of partners, acting as an ambassador for the charity creating and maintaining a positive external image
- Raise the charity's profile through networking and all forms of media





# The Person



Be able to problem solve, find creative solutions and maximise opportunities know how to work with Boards and charity governance.

## Experience:

- of senior leadership roles with expertise in leading services and projects
- in change management, leading an organisation through a period of change or growth
- of people leadership
- in fundraising strategies and their execution
- of digital channels and transformation
- of collaboration, building partnerships and extending networks

## You will:

- be change ready and can work with ambiguity, can flex and readily adapt to changing circumstances
- have a track record of securing substantial funding or successful fundraising and income generation
- be organised, including the ability to manage multiple tasks and projects
- have sound financial acumen with experience of managing budgets and monitoring spend
- be an excellent communicator, written, oral and listening
- have experience of risk management
- be able to problem solve, find creative solutions and maximise opportunities
- know how to work with Boards and charity governance







# The Person



This role requires a PVG Check, which is paid for by Cancer Support Scotland

## Salary

£Competitive + Flexible Working

## Location

Location - Glasgow - Hybrid

## Benefits

35 Days Annual Leave increasing 1 day after year of service (to 40days)

Flexible working options

Incremental progression

Access to learning and development opportunities

Company sick leave

Mental Health Benefits: access to supervision for all staff

Modern workplace environment

Access to pension scheme

## Timescales

### Closing date for applications

Sunday 25 June 2023

### Interviews with Cancer Support Scotland

w/c 24 July





# How to Apply



To apply for the post, please send a tailored CV and covering letter to [ScotlandExecutive@lhh.com](mailto:ScotlandExecutive@lhh.com)

Please note that the covering letter should be no more than two pages of A4 and should summarise your relevant skills and experience and motivations for applying for this role.

If you would like a confidential, informal discussion about the role then please contact LHH Recruitment Solutions directly on **+44 (0)141 220 6460** or email the above address.

Cancer Support Scotland is committed to equality of opportunity and to no discrimination on the grounds of race, religion or belief, age, sex, marital or civil partnership status, disability, sexual orientation, transgender status, pregnancy or maternity.

We are constantly reviewing our approach to ensuring equality and diversity in our applications and would be pleased if you could complete the attached Equalities Monitoring Form.

Should you require any modifications or wish to speak with a member of our team to discuss any particular circumstances, please email the above address.



**LHH Recruitment, formerly Badenoch + Clark, is Scotland's leading Executive Search team. We connect Scotland's top businesses with exceptional candidates – and we do it really well.**

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Your time is precious. Let us do the legwork for you.

Interested in finding out more? Call Scott Miller (+447734 889569) or Lesley Gilmartin (+44 7899 947287), or email [scotlandexecutive@lhh.com](mailto:scotlandexecutive@lhh.com)

[www.lhh.com](http://www.lhh.com)

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