

Information pack – Trustee vacancies at Romsey Cancer Support Centre (Jane Scarth House and Jane's Charity Shop)

June 2025

Hello – thank you for taking the time to read this pack which we initially put together in 2023 when we first were looking to recruit new Trustees for our charity, Romsey Cancer Support Centre. This is the charity which runs our cancer support centre, Jane Scarth House, and our charity shop, Jane's. In this document we are giving information which we hope will help you decide that you could become involved as a Trustee.

We are now looking to appoint two additional Trustees. Applications from people with experience in finance and fundraising are specifically welcomed. We would be looking for someone to start as soon as convenient and to serve for an initial term of 3 years.

You may know something about Romsey Cancer Support Centre, a local charity that provides emotional and practical support to anyone whose life is affected by cancer. This can be the person living with cancer, or a family member, close friend, carer or partner. But do read on to see what we offer and how we operate.

Jane Scarth House, our support centre, and from where we deliver our services, opened in 1995 and was named in memory of Romsey resident and mother of two, Jane Scarth, whose family to this day remain closely involved with the work of the charity. Jane Scarth House has assisted thousands of people and their families affected by cancer.

What does Jane Scarth House do?

Jane Scarth House provides a range of expert professional and confidential services and complementary therapies to help people affected by cancer: from diagnosis through treatment and beyond. We offer a wide range of services and these can include counselling, complementary therapies (aromatherapy massage, reiki, reflexology, Indian head massage, oncology scar therapy and simple lymphatic massage), a legal clinic, benefits clinic, Macmillan HOPE course, meditation, craft for wellbeing, bereavement support lunches and a Man Chat support group. In the Centre we have a team of committed, trained counsellors, therapists and befrienders.

How does someone make contact?

We receive referrals from local hospitals, GP surgeries and community nursing teams but anyone can access our support by visiting the centre or giving us a call, no appointment is necessary.

Where are we?

We are a walk-in centre located just off The Hundred providing a special place of calm in the middle of Romsey. Our centre is open five days a week between 9.00am and 4.00pm and you can expect a very warm welcome from our friendly team of volunteers.

Anyone who can get to us can use our services with clients travelling from across Hampshire and Wiltshire. Some of our services are available remotely for those who find it difficult to travel. Accessibility and safety for our clients is our priority and our centre is fully accessible for wheelchairs.

What do we charge?

One of our founding principles, to which we all remain committed, is that all services are provided free of charge. Local fundraising support is essential to continue to provide our services and we are hugely grateful for the commitment of so many who fundraise for us – we value every single donation we receive. Whether you are, or know someone who is, an individual, a family, a work or social team who has fundraised for us – thank you. We do apply for grants and always use funds given for the purpose they were given. We do not receive any direct government or NHS funding.

What is Jane's Charity Shop?

Jane's, in Latimer Street, is our shop or rather it's more of a 'collective boutique'. Run by a staff and volunteer team all the profits raised from the shop go to support the work of the Centre. We often say that every penny or pound made in the shop is literally walked around the corner to Jane Scarth House. Jane's Charity Shop follows good business practice to raise valuable funds for the charity.

Not only do we sell clothes, books and toys; we also sell a huge range of items from electrical items to all shapes and styles of furniture and collectables. Every item has been donated and we don't buy in stock. Our team enjoy taking part in Romsey events such as the Beggars Fair and Romsey Show each year.

Who runs the charity?

The easy answer is that our volunteers are, and have always been, at the heart of all we do. The charity would not exist without the hundreds of hours of voluntary support given so freely. Whatever we provide – from client services in the Centre, to selling in the shop, via street collections, fundraising, bollard cover making, entering data, electrical testing, governance, gardening – in every single aspect, it is our volunteers who keep us going. We do also have some amazing staff and professionals delivering services and support, without whom we also could not continue to be there for those that need us.

But in terms of the governance

Previously under the management of a larger charity, in the summer of 2014 it was time to make a decision about whether we could continue independently. At that time a group of local people came together and established Romsey Cancer Support Centre as an independent charity, specifically to continue providing the services from Jane Scarth House. Eleven years on, we are offering more services, are financially secure and are looking to whatever the future brings.

We have a small group of Trustees who have been with the charity since we became independent. During that time we have continued to deliver and develop our services, built a strong financial base from which to grow from, moved to a more accessible and purpose built Centre, added an additional space for groups, grown and ensured the sustainability of the support given by Jane's and, as with everyone else, tackled the

challenges brought by Covid. We continue to look to the future and having new Trustees join us is part of our succession planning. We look forward to welcoming new Trustees and the skills they can bring.

What does the future look like?

We know that more and more people will be living with cancer and we know that the strain on the NHS is not likely to lessen. We want to be able to continue providing support for anyone whose lives are affected by cancer. We want this support to be relevant to the changing needs of our clients, so being able to adapt to new and revised diagnoses and treatments, keeping our training and support current, being alongside people when they turn to the charity for support. This means:

- i) Adapting and developing our services so that what we provide remains fit for purpose into the future;
- ii) Providing a place where support is freely available and everyone feels included;
- iii) Continuing to raise funds to enable this to happen;
- iv) Making available our services to as many people as can be supported; and
- v) Welcoming and training volunteers and staff to help us deliver this much needed service.

Thank you for reading this far. If what you've read so far interests you, then do have a look at our role description on the following pages. If you would like to know more then please do get in touch – we'd love to hear from you.

TRUSTEE ROLE DESCRIPTION

Trustee of Romsey Cancer Support Centre (RCSC) – Voluntary role

The duties of our trustees are as follows.

- Ensure that RCSC pursues its stated objects (purposes), as defined in its constitution, by developing and agreeing a long-term strategy
- Ensure that the organisation complies with its constitution, charity law, company law and any other relevant legislation or regulations
- Ensure that RCSC applies its resources exclusively towards its charitable purposes (ie the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
- Ensure that RCSC defines its goals and evaluates performance against agreed targets
- Safeguard the good name and values of RCSC (Jane Scarth House)
- Ensure the effective and efficient administration of RCSC, including having appropriate policies and procedures in place
- Create and promote an inclusive environment where anyone (those receiving treatments, visiting, working, volunteering, shopping, fundraising) feels welcomed, included and valued
- Consider and approve annual budgets and proactively monitor progress to meet them
- Protect and manage the property of RCSC and ensure the proper investment of the charity's funds
- Follow proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of our managers and staff

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

Person specification

- An interest in and commitment to RCSC, its purpose and its place within our local community
- An ability to work effectively and openly as a member of a team, being able to speak out on matters relating to the charity and its operation
- Good, independent judgement
- A commitment to equality, diversity and inclusion. Romsey Cancer Support Centre is committed to creating an inclusive place to work and visit where individual members of staff, volunteers, clients and visitors feel welcomed, included and valued.

- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship (induction and training will be provided), including a commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Remuneration

- This is a voluntary post for which there is no remuneration. Reasonable travel and subsistence expenses can be paid.

Commitment

- Trustee meetings are held every two months, each lasting about 2 hours but additionally to include preparation in reading papers in advance
- Visit and spend time in Centre and Shop each at least once in each year, getting to know how both places operate and spending time meeting staff and volunteers
- Supporting recruitment of staff if required
- Meetings are generally held in the evening at Jane Scarth House in Romsey but occasionally on Zoom
- Term of appointment will be 3 years, with Trustee serving a maximum of three terms, unless in exceptional circumstances (or unless constitution is changed)

How to apply

If you would like further information or an informal discussion then do make contact and we can arrange a suitable time to chat.

Bridget Brook