

# Volunteer Recruitment Pack

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# Candlelighters

Supporting the families of children with cancer

**Patron: Lady Ingilby**

The Candlelighters Trust is a registered charity and supports the families of children affected by childhood cancer across Yorkshire. Registered Charity No: 1045077. The Candlelighters Trust is also a Limited Company, registered office: 8 Woodhouse Square, Leeds, LS3 1AD. Registered England No. 3020552



[www.candlelighters.org.uk](http://www.candlelighters.org.uk) | [volunteering@candlelighters.org.uk](mailto:volunteering@candlelighters.org.uk) | 0113 887 8333

## Volunteer Brief

**Volunteer Role Title:** Independent Trustee

**Role Description:** See page 8

**Term of Office:** 3 years

**Hours:** Trustee meetings are held quarterly in the evening (either in person or via Microsoft Teams), with additional time required for preparation. We have an annual Hearts & Minds Workshop which is usually a full day. There are opportunities to join sub-committees if you wish.

**Location:** Woodhouse Square, Leeds, LS3 1AD



# Candlelighters



## About Candlelighters

Each year, over 150 children in Yorkshire are diagnosed with cancer. When a child is diagnosed, lives are turned upside down instantly: not just for the child but the entire family. Getting well again can be a long and challenging journey, emotionally, physically, and financially. Supporting children and families throughout that journey is why our charity, Candlelighters, was formed more than 40 years ago.

We understand the complexities and impacts of a childhood cancer diagnosis, and our mission is to bring light and hope to families facing childhood cancer in Yorkshire.

### We aim to do this by:

- **Providing emotional, practical and financial support to families.** This includes expert support such as talking therapies, wellbeing services and support groups, holidays, day-to-day support on the wards and financial grants.
- Delivering our range of high-quality family support services for whenever and wherever we are needed, from the point of diagnosis, during and after treatment, and for those families who are sadly bereaved.
- Supporting and strengthening the NHS centre of excellence in Yorkshire by funding crucial, front-line hospital roles.
- Investing in vital research, education and training to improve the outcomes and lives of children and their families affected by childhood cancer both across Yorkshire and further afield.

### Our Vision

*To bring **light** and **hope** to every family affected by childhood cancer across Yorkshire.*

### Our Mission

*We bring **light** to families affected by childhood cancer by providing emotional, practical and financial support.*

*We bring **hope** by investing in vital research to improve the outcomes and lives of children with cancer.*

## Volunteering at Candlelighters

Here at Candlelighters, we all share the same purpose.

Over the next few pages, we will give you a flavour of what it means to volunteer for our special charity.

We live and breathe our values. It's what we believe in, what we stand for and what makes us who we are:



At Candlelighters we **CARE** about children and young people with cancer.



- We support **them and their families** through their treatment
- We support the **Children's and teenager's cancer units** in Leeds
- We support **research** into children's and young people's cancer
- We support **fundraisers** in their efforts to make a difference

# Candlelighters



## Rewards & Benefits

At Candlelighters we feel it's vital our volunteers feel rewarded for their amazing efforts. We want to make sure you get as much out of it as you put in. That's why we work hard to match your aims, goals, aspirations, personality, available time and everything else with an opportunity that's right for you.

### As a Candlelighters volunteer, you will receive the following:

- Thorough induction & training to give you the confidence to perform your role well and to the best of your ability.
- Opportunity to develop new and existing skills to help you in your role and help you beyond your involvement with Candlelighters.
- Ongoing support from the Family Support and HR teams to help you be the best volunteer you can be.
- Candlelighters t-shirt and ID
- Access to the 24/7 mental health hotline
- Charity Worker Discount card
- Access to The Company Shop
- The opportunity to meet lots of new, friendly people.
- The opportunity to expose yourself to new experiences.
- Certain expenses to be reimbursed as agreed with your Volunteer Supervisor.
- Regular reviews with your Volunteer Supervisor to help you develop in your role.
- Satisfaction in knowing you are making a valuable contribution to supporting children and families affected by childhood cancer.



# Candlelighters

## Volunteer Testimonials

Don't just take our word for it, see what our volunteers have to say about volunteering for Candlelighters!

*"Whenever I'm thanked for giving my time, I feel the urge to thank Candlelighters for letting me be a Trustee. I almost wish I could do more to support the charity, but I have to balance it with my full-time job and raising a family; being a Trustee is almost the pinnacle of giving back."*

**- Greg, Trustee**



*"I personally love being a volunteer because I know that the Christmas parties and different events that I have attended can spread the name and purpose of the charity further so more children's parents can get help while their child is in hospital."*

**- Ruth, Ambassador**



*"Candlelighters is a fantastic charity focussed on helping children and families going through the stress and anxiety of cancer treatments. It is a pleasure to give some of my time to support this charity in its amazing work."*

**- John, Trustee**



*"Everything Candlelighters do for volunteers is truly wonderful. I feel very privileged to be a part of Candlelighters as a volunteer and you make us feel so welcomed and valued. It's absolutely amazing and I can see why you have so many volunteers who stay year after year."*

**- Chloe, Family Event Volunteer**

# Candlelighters



## Getting involved

Volunteering for Candlelighters means you can get involved in as little or as much as you want to help support the charity and the amazing work that it does.

Getting involved varies from donning a silly hat for a photoshoot for a campaign, volunteering at one of our events, fundraising, or participating in an event yourself!

## Meet some of the families we support



*"The love and support you gave to us and Charlie during his treatment was above and beyond. He was never daunted by the hospital and that's down to Candlelighters. Charlie also enjoyed going to The Square after his treatment to annoy the staff there with chair races, Nerf guns and his stories. Not forgetting our amazing holiday to Centre Parcs of which the memories will last a lifetime. We are forever grateful."*

**- Mum**

*"The support Candlelighters gives is second to none and is a fine example of what other charities should follow. What is great though, is you get to meet other parents and children who have gone through the same and fully understand your pain, something that other people just never get."*

**- Dad**



## The Role

### Trustee Board

The Trustee Board consists of parents, medical and clinical staff and business individuals, each bringing their own unique skills. We are recruiting a new Independent Trustee to join the Board.

It is not necessary to have previous board/trustee experience as training will be provided. We welcome applications from all ages and backgrounds. We particularly want to recruit more women, young people and people of colour to increase diversity across the board.

We are looking for skills and experience in one or more of the following:

- Fundraising strategy and performance
- Business Development
- Law/Legal
- Health and Safety

### The Statutory Duties of a Trustee

- To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
- To ensure that the organisation pursues its objects as defined in its governing document
- To ensure the organisation uses its resources exclusively in pursuance of its objects: the organisation must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are
- To contribute actively in giving firm strategic direction to the organisation, setting policy, defining goals and setting targets, and evaluating performance
- To safeguard the good name and values of the organisation
- To ensure the effective and efficient administration of the organisation
- To ensure the financial stability of the organisation
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.



## Other Duties

In addition to the above duties, each Trustee should use any 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 guidance on new initiatives
- Other issues in which the trustee has special expertise

## We are looking for someone who has:

- Worked with or has knowledge of diverse communities
- Willingness and approachability to deal with enquiries from staff or trustees
- Ability to make recommendations to the board of trustees based on sound advice.

This role is subject to an enhanced criminal record check, which is processed through the Disclosure and Barring Service (DBS), and a 'Fit and Proper' person's declaration.

## How to apply

If you would like to apply, please email your CV to [volunteering@candlelighters.org.uk](mailto:volunteering@candlelighters.org.uk) and we will then send you an application form to complete.

## Closing date

Ongoing

## Interview

Candlelighters will conduct an interview with shortlisted candidates at a date to be arranged.

If you have any questions about this role, please email [volunteering@candlelighters.org.uk](mailto:volunteering@candlelighters.org.uk) or call the HR and Volunteering Manager, Corinne, on **0113 887 8333**.