



Daft as a Brush
CANCER PATIENT CARE



EXTERNAL TRUSTEE

CANDIDATE PACK

Hello!

Welcome to Daft as a Brush Cancer Patient Care.

Thank you for your interest in becoming a Trustee of Daft as a Brush. Our purpose is to relieve the pressure and improve the condition of life of people undergoing treatment for cancer. We do this by providing free transport to attend hospital or clinic appointments. To access our services patients are referred to us via the hospital and we seek to build and collaborate more closely with the Trust in the coming years.

In this pack you will find all the information you will need to apply for this important role. We are a charitable company limited by guarantee and receive most of our funding through community support and donations, legacies and corporate fundraising activities. Our trustees are collectively responsible for making sure the organisation delivers on its charitable objects and remains fit for purpose and viable for the future.

To compliment the Board's existing skills, we are looking for up to 4 trustees to serve as either:

- Treasurer/Finance Lead
- HR Lead
- Fleet Lead
- Governance Lead

We also aim to have an inclusive Board with diverse perspectives and backgrounds.

We are looking for trustees who have a good understanding of governance and the voluntary sector. Our board will benefit from individuals who are resilient and comfortable with change and challenge. We also welcome applications from individuals with lived experience who can understand the system. Our new trustees must have a positive impact on the effectiveness of the Board and help deliver our aspiration to grow the organisation.

It is an exciting time to be involved with the organisation, the Board has a key role in setting, monitoring and evaluating the targets which support the aims and objectives for our plans.

The Board will work closely with the CEO to ensure a positive experience for service users, volunteers and team members.

Who We Are

Daft as a Brush is a dedicated charity based in Gosforth, providing free transport and support for cancer patients across the North East.

We have a fleet of highly visible ambulances to transport outpatients who are undergoing Chemotherapy and/or Radiotherapy cancer treatment, free of charge, to and from hospital. The service entails collecting and transporting the patients in a safe and comfortable environment, from where they are living, taking them to where they are having their treatment and if required staying with the patient whilst they have their treatment, then taking the patient back home.

Our Vision

Ensure cancer patients get to the treatment they need, when they need it, providing free, safe, and comfortable transport.

Our Mission

Work collaboratively with the NHS to identify need and expand the charity's service nationwide, with the goal of creating 1,000,000 cancer patient journeys across Great Britain and Ireland

Our aim is to deliver compassionate, practical help to those receiving treatment, ensuring every patient feels cared for and connected to their community. Every day, our volunteers make it possible for cancer patients to reach their treatment safely, comfortably, and stress free. No sirens, no emergencies; just compassionate, reliable support that makes a huge difference to someone's day.

We currently employ 7 staff, are seeking to grow the team and engage 350+ volunteers to provide our service. The staff team is led by our Chief Executive Officer, Andrea Glover.

Our Values

Compassion and Kindness

Offering support and comfort during one of the toughest times in a patient's life.

Commitment to Service

Dedication from a passionate team of volunteers, often using skills from their working lives to deliver an unparalleled service and enhance the skill set of the staff team.

Accessibility

Fast, accurate results with modern technology.

Collaboration

Working with local communities, SMEs, and national corporates, such as Lumo, to generate funds and awareness.

Equality and Sustainability

A commitment to equality, diversity, inclusion, and sustainability in all operations.





Hi! My name is "VERA VOLUNTEER"

Daft as a Brush
CANCER PATIENT CARE

www.daftasabrush.org.uk

SK71 VFE

The Trustee Role

START DATE

18th June 2026

SALARY

Charity Trustees may not be paid for their work as a trustee however they are entitled to be reimbursed for reasonable expenses incurred during their duties as a trustee, such as UK travel and accommodation costs for trustees not based in the North East.

COMMITMENT

The Board of Trustees will usually meet 1 x per month for Board Meetings (inclusive of AGM meetings). Trustees may also be required to sit on committees appropriate for their experience ie Finance/Fleet/Governance/HR Subcommittee meetings.

Board members should be available by email to receive notice of meetings and papers as well as to make urgent decisions which may arise between meetings. Trustees will be expected to read papers in advance of the meeting and contribute in a constructive and open way. We expect board members to add to the conversation on all strategic decisions we make.

TERM

External trustees are not currently appointed for a specific term, but the expectation is that this will move to 3 years.

LOCATION

Hybrid, with meetings being held both in person (Gosforth, Newcastle upon Tyne) and remote.

ABOUT THE ROLE

Trustees are the people who serve on the governing body of a charity. They are responsible for the strategic direction of a charity, with all operational matters devolved to the Chief Executive Officer. Trustees ensure compliance with charity law and other regulations. Using reasonable care and skill in your work as a trustee, and your personal skills, experience and knowledge you will ensure that the charity is well-run and efficient.

Our Board of Trustees is responsible for making sure the organisation remains fit for purpose, and for setting the strategy of the organisation in consultation with senior staff. It also approves all policy, our annual budget, and monitors organisational performance against agreed key performance indicators (KPIs).

The Trustee Role

ABOUT THE ROLE (CONT.)

The Trustee Board's remit can be summarised as:

- Set and maintain the charity's vision, mission and strategic direction
- Ensure compliance with governing documents and legal obligations, including charity law, company law (where applicable), and other relevant regulation.
- Act in the charity's best interests
- Ensure effective financial stewardship
- Ensure robust governance and decision making, ensuring that policies and procedures are aligned to organisational aims
- Provide oversight of risk management
- Safeguard the charity's reputation and values
- Appoint, support and hold the Chief Executive to account
- Ensure effective oversight of organisational performance whilst promoting a positive and inclusive culture
- Ensure the Board is effective, including: Regular reviews of the articles/memorandum of association to ensure they remain fit for purpose, recruitment, induction and development of trustees; regular review of Board performance and skills; and Succession planning.
- Engage appropriately with stakeholders
- Oversee committees and delegated authorities
- Undertake any other duties required of trustees under applicable legislation and regulatory guidance.

As we are an incorporated company limited by guarantee, our trustees are non-executive directors and registered with Companies House. You must be willing and legally able to become a trustee and Company Director under both charity and company law.

SUPPORT

We are all committed to ensure our trustees are enabled to carry out their duties to the highest standard. Training is provided to all new members so that the Board is fully inducted and ready to perform its duties. With this in mind, an induction programme will be arranged for successful applicants with ongoing supervision and additional development opportunities provided when recognised.

STATUTORY RESTRICTIONS

The role of a trustee is an important one and some people are disqualified by law from acting as trustees. This includes:

- Anyone under the age of 16;
- Anyone who has an unspent conviction for an offence involving: deception or dishonesty; terrorist offences; money laundering; bribery; misconduct in public office, perjury, perverting the course of justice; contravention of certain preventative Orders of the Charity Commission; attempting, aiding or abetting the above offences;
- Anyone on the Sex Offenders' Register;
- Anyone convicted of contempt of court;
- Anyone with a designation under specific anti-terrorist legislation;
- Anyone who is an undischarged bankrupt;
- Anyone who has entered into a composition or arrangement with their creditors which includes an individual voluntary arrangement (IVA), and is currently on the Insolvency Service Register;
- Anyone who has been removed as a trustee, officer, agent or employee of a charity by the Courts or the Charity Commission or a position of management or control of a charity in Scotland for misconduct or mismanagement;
- Anyone subject to a disqualification order under the Companies Directors Disqualification Act 1986.

In addition, under charity law you may not become a trustee of the organisation if you are employed by the organisation.

As part of the recruitment process we will ask you to sign a declaration that you are legally entitled to become a trustee and commit the required time.

ABOUT YOU



To compliment the Board's existing skills, we are looking for 4 trustees who demonstrate the following competencies:

- Knowledge of the voluntary sector
- Knowledge of good governance
- Knowledge and experience of Equality, Diversity & Inclusion (EDI) best practice
- Knowledge of income generation or a willingness to have the mindset of collective responsibility to drive income forward
- Ability to critically evaluate
- Ability to challenge constructively and offer solutions
- Ability to network and influence
- Communications skills
- Attention to detail in the context of strategic decision making
- Ability to make rational and objective decisions
- Resilience
- Ability to promote the charity's work and values in the community
- Comfortable with change.

We also welcome applications from individuals with lived experience and aim to have an inclusive Board with diverse perspectives and backgrounds.

We believe the above competencies are vital to being an effective trustee of the organisation; you should be able to provide examples of how you meet these in your supporting statement.

In addition to the above, we would like each of the 4 trustees to have the skills suited to lead as one of the following:

- Treasurer/Finance Lead
- HR Lead
- Fleet Lead
- Governance Lead

We have outlined further requirements for each Lead to be read in conjunction with the Person Specification above.



Treasurer

PURPOSE

As Treasurer, you will provide strategic financial oversight and leadership, ensuring Daft as a Brush remains financially robust and compliant. You will work closely with the CEO and Chair, lead on financial matters, and support fellow trustees in understanding financial information.

KEY RESPONSIBILITIES

- Lead on financial governance, ensuring robust financial controls and risk management frameworks are in place.
- Oversee the preparation and presentation of budgets, management accounts, and annual financial statements.
- Ensure compliance with statutory reporting and regulatory requirements (e.g., Charity Commission, Companies House).
- Provide financial insight to support strategic decision-making and resource allocation.
- Chair the Finance Subcommittee and report key issues to the full Board.
- Support fellow trustees in understanding financial information and implications.
- Act as a sounding board for the CEO and Chair on financial matters.
- Monitor financial performance against budget and advise on corrective actions where necessary.
- Support income generation strategies, including fundraising and grant applications, from a financial perspective.
- Lead the financial aspect of the annual reporting process and SORP requirements

ABOUT YOU

- A recognised financial qualification (e.g., ACA, ACCA, CIMA) or equivalent experience.
- Experience in financial leadership, ideally at senior management or board level.
- Understanding of charity finance, governance, and risk management.
- Ability to communicate financial information clearly to non-financial audiences.
- A good understanding of the changes in SORP reporting effective January 2026.
- Knowledge of investment management and reserves policy (desirable).
- Familiarity with financial software and reporting tools. (desirable).

FLEET LEAD



PURPOSE

Provide strategic oversight of patient transport operations, road safety and fleet governance. Advise the Board on regulatory requirements for transport services, DVSA maintenance standards, licensing/permit regimes, driver competence and safeguarding—ensuring safe, reliable, and patient-centred transport that supports our mission.

KEY RESPONSIBILITIES

- Governance & safety
- Fleet safety and compliance
- Licensing & permits
- Driver competence
- Contracts & assurance
- Sustainability and lower-emission transport options

ABOUT YOU

- Leadership experience in transport/fleet management, ambulance/NEPTS, community transport, or a related regulated environment.
- Working knowledge of community transport services scope, DVSA roadworthiness standards, HSE work-related road risk, and passenger transport permits/licensing.
- Ability to set practical fleet safety policies (checks, PMIs, defect control, records) and interpret KPIs and incident data.
- Understanding of safeguarding and DBS requirements for patient transport.
- Clear, supportive communication with non-specialist trustees and volunteers.
- Experience of NEPTS operations (commissioning, providing, or assuring).
- Familiarity with Section 19/22 permit operations and driver (desirable).
- Knowledge of accessible community transport (patient handling etc) (desirable)
- Experience in planning, procuring, or implementing electric vehicles (EVs) or low-emission transport solutions within a fleet (desirable)

GOVERNANCE LEAD

PURPOSE

As Governance & Compliance Specialist Trustee, you will provide strategic oversight and leadership on all aspects of charity governance, risk management, and legal compliance. You will work closely with the CEO, Chair, and fellow trustees to ensure Daft as a Brush operates transparently, ethically, and in accordance with its governing document and UK charity law.

KEY RESPONSIBILITIES

- Lead on the development and oversight of the charity's governance framework, ensuring robust policies and procedures are in place and regularly reviewed.
- Advise on compliance with the Charity Commission's guidance, charity law, and best practice in governance and risk management.
- Support the Board in identifying, assessing, and managing strategic and operational risks.
- Ensure the charity's governing document and board structure is fit for purpose, regularly reviewed and adhered to in all decision-making.
- Oversee the preparation and monitoring of governance plans, risk registers, and compliance checklists.
- Provide insight on ethical decision making, reputational protection, and conflict of interest management.
- Support the CEO and staff team in understanding governance and compliance requirements.

ABOUT YOU

- Experience in governance, compliance, and risk management
- Ability to transfer knowledge and governance principles effectively in a charity context.
- Strong understanding of organisational governance frameworks and compliance systems.
- Ability to communicate governance concepts and requirements clearly to non-specialist audiences.
- Experience in managing conflicts of interest and promoting ethical decision making
- Experience in supporting Board development and trustee induction/training (desirable).
- Knowledge of data protection, safeguarding, and financial compliance in a charity context (desirable).
- Familiarity with digital governance tools and risk management software (desirable).
- Ability to mentor and develop governance skills in staff and volunteers (desirable).

HR LEAD

PURPOSE

As HR Specialist Trustee, you will provide strategic oversight and leadership on all people-related matters, ensuring Daft as a Brush remains compliant, inclusive, and an excellent place to work and volunteer. You will work closely with the CEO, Chair, and fellow trustees to support staff and volunteer wellbeing, recruitment, retention, and development.

KEY RESPONSIBILITIES

- Lead on HR governance, ensuring robust policies and procedures for staff and volunteers are in place and regularly reviewed.
- Oversee compliance with employment law, safeguarding, and best practice in charity HR management.
- Advise on recruitment, induction, training, and development for staff and volunteers.
- Support the development of a positive, inclusive organisational culture aligned with Daft as a Brush's values.
- Provide HR insight to support strategic decision-making and resource allocation.
- Act as a sounding board for the CEO and Chair on HR matters, including conflict resolution and performance management.
- Monitor staff and volunteer wellbeing, engagement, and retention, advising on corrective actions where necessary.
- Support equality, diversity, and inclusion initiatives across the charity.
- Lead the HR aspect of annual reporting and compliance with Charity Commission requirements.

ABOUT YOU

- A recognised HR qualification (e.g., CIPD Level 5 or above) or equivalent experience.
- Experience in HR leadership, ideally at senior management or board level.
- Understanding of charity governance, employment law, and safeguarding.
- Ability to communicate HR information clearly to non-specialist audiences.
- A good understanding of current trends and challenges in charity HR management.
- Knowledge of volunteer management and engagement (desirable).
- Familiarity with HR software and reporting tools (desirable).

APPLICATION PROCESS

TIMELINE

Application Deadline: Midday, Friday 5th June 2026

Shortlisting: Monday 8th June 2026

You will need to be available on the dates listed below if you are shortlisted:

Interviews: week commencing 15th June 2026, in person at Daft as a Brush House, Great N Rd, Gosforth, Newcastle upon Tyne NE3 2DR.

Appointment: Thursday 18th June 2026 at the Board of Trustees Meeting.

HOW TO APPLY

You can apply for the role using Atkinson HR's [application portal](#). You will be asked to submit a CV and complete an application form, where you will be asked to answer three questions (300 words per question):

- Tell us why you'd like to join Daft as a Brush as a Trustee and how do your personal values align with the organisation's?
- What knowledge, abilities, and experience can you contribute to our Board's collective skills?
- How would you add value to the Board and our work to support our service users?

If you have any questions or would like to arrange an informal conversation about the role, please contact Ellen at ellen@atkinsonhrconsulting.co.uk

EQUALITY, DIVERSITY & INCLUSION

We will ensure all of our stakeholders feel they belong and find their place in our diverse and inclusive community. Ensuring everyone feels equally supported, welcomed and included and that the organisation proactively seeks to remove barriers to participation across all of its activities and areas of work and that our staff and volunteer team more closely reflects our community.

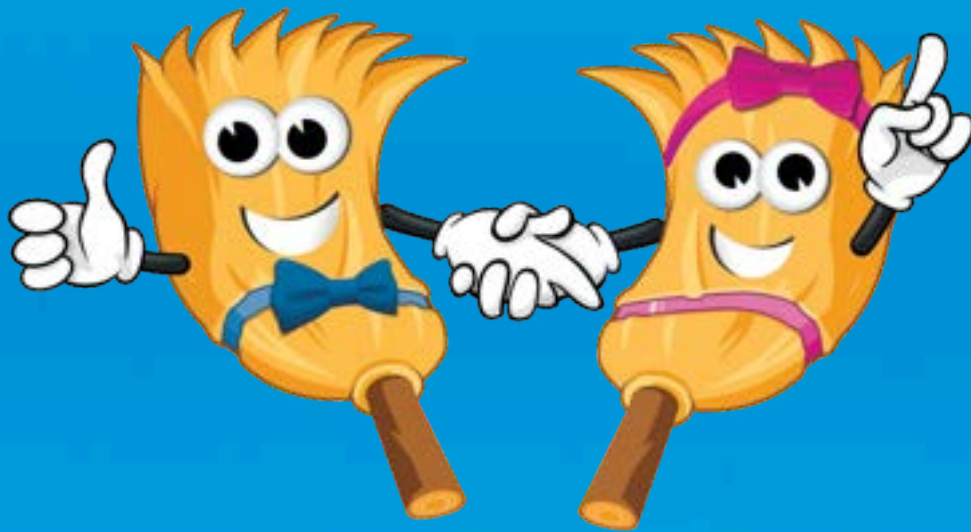
GOALS

Our vision for EDI Excellence will be achieved by delivering the following goals:

- Developing our team and making sure all of our ethnically diverse staff, volunteers or service users feel supported
- Consistent good EDI practice across all areas of the organisation
- Increasing diversity in our teams

We recognise the value of a diverse board composed of people with the relevant blend of differing skills, experience, perspectives and characteristics. The Board believes that effective leadership and good decision-making is enabled through a diverse board membership, a culture of listening to, and acting on, diverse perspectives and, having board behaviours that embody respect, openness and constructive challenge.

Applicants who may have disabilities are welcomed to contact us at any point during the recruitment process to discuss steps that could be taken to overcome operational difficulties presented by the role, or if any adjustments or support are required regarding the recruitment process.



Daft as a Brush

CANCER PATIENT CARE

www.DaftasaBrush.org.uk

info@daftasabrush.org.uk

Tel: 01912855999

Daft as a Brush House, Great North Road, Gosforth, Newcastle upon Tyne, NE3 2DR

Charity number: 328432