



## Job / Role Descriptions

In this section all Job descriptions indicated, are for paid staff members and all Role descriptions indicated, are for volunteer staff members.

### 1.0 Role of Chair of the Board of Trustees

- In addition to the role of as trustee, the primary purpose of this position is to lead the trustees in formulating and implementing the charity's strategy.

### 2.0 Role of a Trustee

- Trustees will ensure organisational compliance in all areas of legislation, policy and procedure, and use their personal skills and experience to help the board of trustees reach structured and sound decisions, to achieve the vision and goals of the Centre.

### 3.0 Job Description: The Centre Manager

- ***The Sutton Cancer Support Centre Manager is responsible for the effective management and development of the Centre in line with the mission, vision and values of the centre with the support of the Trustee Board.***
- ***This position is responsible to the Chair of the Board of Trustees.***

### 4.0 Role of Company Secretary and Treasurer

- ***To provide regular reports to the trustees in respect of all financial matters to facilitate sound financial management of the organisation.***
- To manage communications with Companies House, ***the Charity Commission and ensure all reporting in a timely manner to HMRC (payroll, pensions and gift aid).***



## The Cancer Support Centre Sutton Coldfield

### 5.0 Job Description - Office Administrator

- The Administrator is responsible for dealing with day to day operations of the Cancer Support Centre and supporting the Centre Manager in providing a service which is in line with the mission, vision, values and beliefs of the Charity.
- ***This position is directly responsible to the Centre Manager.***

### 6.0 Job Description - Office Assistant

- ***The Office Assistant is responsible for supporting the office in dealing with day to day operations of the Cancer Support Centre in providing a service which is in line with the mission, vision, values and beliefs of the Charity.***
- ***This position is directly responsible to the Centre Manager.***

### 7.0 Role of Fundraiser / Income Generation

- This role is undertaken by one of our Trustees as identified in the responsible person's document appended to OP7 Management Review.
- ***To coordinate all aspects of community and event promotion and fundraising.***

### 8.0 Role of President

- ***Honorary position, given to the founder of the organisation, with responsibility for promotion of the Centre, and maintaining the vision and ethos of the organisation in all service development and delivery.***

### 9.0 Role of Volunteer Coordinator

- ***To oversee all aspects of the day to day running of the Volunteer service and to ensure CSC staff, Trustees and Volunteers are kept aware of good practice in Volunteering.***



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- *This position is directly responsible to the Centre Manager.*

### 10.0 Role of Volunteer

- *Our trained Volunteers work in a variety of roles to ensure the smooth running of the centre and provide the range of services required to give the best client experience.*
- *This position is directly responsible to the Volunteer Coordinator / Centre Manager.*

### 11.0 Board Therapist / Client Advocate Representative

This role, under taken by one of the trustees, who is a working therapist at the centre, to act as a liaison between the board and the therapists representing the view and concerns of the therapists at board level.

### 11.0 Role of Board Quality Representative

This role, undertaken by one of the trustees, is to oversee the development and maintenance of the centres Quality Management System. This role provides the interface between the trustees and the **Centre Manager**, ensuring that training in the Quality Management System is carried out to all who need it and that the internal auditor carries out audits in line with the review plan.

### 12.0 Role of Internal Auditor

- This role, undertaken by a volunteer, is to carry out internal audits for all aspects of the quality system in line with the agreed audit planner and complete an audit report of all findings and recommendations for the **Centre Manager**.
- *This position is directly responsible to the Centre Manager.*