



Trustee Recruitment Form

1. Name of Charity –

Portsmouth Cancer Breast Friends, Registered Charity Number 1204605.

2. Please write up to 200 words about your organisation, including its charitable purposes and its activities.

Portsmouth Breast Cancer Friends provides a local in-person support group and a private Facebook group for people after a breast cancer diagnosis. Anyone living or having treatment in the Portsmouth area of the UK is eligible for support. The group meets monthly. It helps people to access companionship, support, accurate and up-to-date information, and signposting to appropriate services. It hosts a website which includes information about a range of additional local and national support, including clinical staff at Queen Alexandra Hospital and other trusted agencies. It also hosts visiting speakers and service providers at some of its meetings.

3. What essential skills and experience are you looking for in a trustee?

- A commitment to supporting people after a breast cancer diagnosis, informed by lived or professional experience.
- Excellent interpersonal skills, empathy, active listening, and the ability to communicate effectively with a wide range of people.
- Ability to create a safe and inclusive environment.
- Awareness of professional boundaries and personal resilience.
- Good organisational skills.
- Ability to organise and facilitate monthly meetings, in a manner that supports both new and established group attendees.
- Familiarity with local services and support to assist with signposting.
- Ability to chair and lead trustees meetings and ensure that the charity is run in accordance with the requirements of the Charity Commission.



- Ability to produce the annual report for the Charity Commission.
- Basic IT skills sufficient to use Zoom for meetings, manage key functions in Facebook groups, and carry out annual online reporting to the Charity Commission.

4. Are you looking to fill a particular role on the trustee board – such as Treasurer or Secretary? Can you outline the key responsibilities?

We are seeking a Chair of Trustees to provide leadership and ensure the charity remains well-governed and true to its charitable objects. As this is a small charity, this might be a good fit for someone who is seeking to use their existing skills to Chair a Board for the first time.

Additionally, we are seeking a Vice Chair to share the responsibilities of running the charity and facilitate the monthly meetings and Facebook group.

Trustees will act as ambassadors for the charity within the local community and maintain links with the Breast Unit at Queen Alexandra Hospital.

5. What is the approximate time commitment required – hours per month?

Approximately 6 hours per month.

6. Where and how frequently are trustee meetings held? Are they held in person or online?

Trustees meetings are held approximately once per quarter, via Zoom. Additionally, the in-person support group meetings take place monthly, on the second Monday of each month at Cosham Baptist Church.

7. Do you reimburse trustees for any expenses they incur when carrying out their duties?



Reasonable expenses may be reimbursed.

8. Is there a closing date?

Closing date for applications: 16th March 2026.

9. Charity website address

www.portsmouthbreastfriends.org.uk

10. Social media links

Facebook: www.facebook.com/PortsmouthBreastCancerFriends

Instagram: www.instagram.com/portsmouthbreastcancerfriends

11. Charity contact for further information.

Please email Bridget Nicholson at portsmouthbcf@gmail.com to arrange an informal chat and to obtain a recruitment pack.