



**CANDIDATE PACK FOR
BOARD OF TRUSTEE MEMBER**



MESSAGE FROM THE BOARD

Thank you for your interest in joining the Board of Trustees at Caring Matters Now.

Since our founding in 1997, Caring Matters Now has grown from a small support network into a globally recognised charity, supporting hundreds of individuals and families affected by Congenital Melanocytic Naevus (CMN). Our mission is to ensure that no one affected by CMN feels alone, and that pioneering research continues to drive forward understanding and treatment of this rare condition.

We are proud of the impact we've made, funding over £1.5 million in research, building a strong and supportive community, and raising awareness across the UK and beyond. But we know there is still much more to do.

As we look ahead to the next phase of our journey, we are exploring the expansion of our Board of Trustees. In particular, we are seeking individuals with professional expertise in legal, human resources, finance, charity governance or strategic leadership within the charity sector to help strengthen our Board and guide the charity through an exciting period of strategic growth. We are particularly keen to welcome individuals who share our passion for making a lasting difference and who are committed to upholding the highest standards of governance and accountability.

Our Board is made up of dedicated individuals with a wide range of skills and lived experiences. Together, we work closely with our Chief Executive to ensure the charity remains focused, resilient, and impactful. We are proud of the collaborative and supportive culture we've built and are excited to welcome new voices to help shape our future.

If you are inspired by our mission and believe you can contribute meaningfully to our work, we would be delighted to hear from you.

The Board of Trustees
Caring Matters Now



MESSAGE FROM THE CHIEF EXECUTIVE

I am delighted that you are considering joining Caring Matters Now as a Trustee. The work we do is deeply meaningful and has a lasting impact on the lives of children, young people, and families affected by Congenital Melanocytic Naevus (CMN). Over the years, we've built a strong, supportive community and funded pioneering research that is changing lives and shaping futures.

What drives me every day is hearing the stories of those we support - their resilience, their journeys, and the difference Caring Matters Now has made in helping them feel seen, understood, and empowered. These stories are a powerful reminder of why our mission matters.

We are a warm, values-driven organisation, embracing diversity, equality and inclusion. Our team is courageous, compassionate, and committed to excellence. We work collaboratively, with openness and integrity, and we are proud of the culture we've built together.

As we look ahead to the next chapter of our growth, I am excited to welcome new trustees who share our passion and can bring fresh perspectives. Your contribution will help us strengthen our impact and deliver on our ambitious strategic goals.

Thank you for your interest. I look forward to the possibility of working together.

Jodi Whitehouse
Founder & CEO, Caring Matters Now



ABOUT CMN

MEET ADA



Ada was born with CMN covering 70% of her skin. Scan the QR code to meet Ada's family and to hear how Caring Matters Now has been able to provide support throughout Ada's life.

What is CMN?

CMN is a dark and often hairy birthmark, covering up to 80% of the body. There is an increased risk of developing melanoma when CMN is present on the skin.

It's more than a birthmark

CMN can affect body systems beyond the skin, causing neurological problems and medical complexities - worst cases can be fatal.

No effective treatment

Caring Matters Now funds a dedicated team of researchers in the UK who are working towards developing effective treatments. For now, the only help available is through the charity's Support Pathway.

Creating a brighter future

Caring Matters Now supports 800+ families affected by CMN. We are on a mission to create a brighter future for everyone living with CMN and to do this, we need your help.



**TO FIND OUT MORE ABOUT THE WORK OF CARING MATTERS NOW GO TO
WWW.CARINGMATTERSNOW.CO.UK**

VISION

About Caring Matters Now

Since 1997, Caring Matters Now has grown from a kitchen-table initiative into a global force of hope and transformation for those affected by Congenital Melanocytic Naevus (CMN). What began with one family's determination to offer support has become a movement that now reaches over 800 families worldwide, offering not just guidance, but a sense of belonging, purpose, and empowerment.

At the heart of our work are three core aims:

- To provide emotional and practical **support** to individuals and families affected by CMN.
- To raise global **awareness** and understanding of this rare and often misunderstood condition.
- To fund pioneering **research** to develop effective treatments for CMN.

Our 2026–2031 Strategy is bold and ambitious: by 2031, **every person affected by CMN will feel seen, supported, and empowered**. To achieve this, we are building on 28 years of progress with a clear focus on six strategic pillars:

- **Support & Empowerment:** Expanding our reach and deepening our impact through regional networks and digital innovation.
- **Awareness & Advocacy:** Elevating the visibility of CMN through education, media, and public engagement.
- **Research & Innovation:** Sustaining world-leading research into the causes and treatments of CMN.
- **Capacity & Governance:** Strengthening our systems and structures to ensure resilience and excellence.
- **Fundraising & Financial Sustainability:** Diversifying income and building reserves to secure our future.
- **Communications & PR:** Amplifying our voice and uniting our community through powerful storytelling.

We are seeking trustees who share our values - commitment, acceptance, respect, integrity, nurture, and growth - and who are ready to contribute their skills, experience, and passion to a cause that truly changes lives.



ROLE AND JOB DESCRIPTION

Role Purpose

Caring Matters Now is seeking passionate and skilled individuals to join our Board of Trustees. As a trustee, you will play a vital role in guiding the strategic direction of the charity and ensuring effective governance. We are particularly interested in candidates with expertise in legal, human resources, finance, charity governance or strategic leadership within the charity sector.

Key Responsibilities

- Strive to ensure the charity complies with its governing document, charity law, and other relevant legislation.
- Ensure robust and effective governance in line with CMN's charitable objectives.
- Contribute to the strategic direction and long-term planning of the charity.
- Hold the executive team accountable for delivering the strategic plan and support its implementation.
- Support and challenge the Leadership Team to ensure the charity is well-managed and delivering impact.
- Monitor financial health of the charity and ensure proper financial controls are in place.
- Help ensure CMN has a credible and sustainable funding strategy.
- Ensure appropriate risk management and safeguarding policies are in place and followed.
- Monitor and review organisational risks and ensure appropriate mitigations.
- Support succession planning and Board development.
- Contribute to fundraising strategy and support income generation where appropriate.
- Contribute to Board and sub-committee meetings, offering relevant expertise.
- Provide expertise and guidance in your area of professional knowledge (e.g., finance, law, healthcare, education, fundraising, lived experience, etc.).
- Attend and actively participate in trustee meetings.
- Attend and volunteer at a minimum of one support event each year.
- Champion CMN externally, acting as an ambassador for the charity and promoting its work and values.



PERSON SPECIFICATION

Essential Skills & Experience

- Professional expertise in one or more of the following:
 - Legal: Charity law, regulatory compliance, contracts (including commercial and corporate governance), intellectual property (IP) law, risk and liability, data protection and privacy.
 - HR: Employment law, organisational development, safeguarding, recruitment and retention, performance and reward, staff and trustee development, strategic workforce planning, equality, diversity and inclusion (EDI), volunteer management.
 - Finance: Financial oversight, budgeting, risk management, compliance with charity financial reporting standards, strategic resource allocation.
 - Charity Strategy & Charity Governance: Charity-specific governance, charity regulatory accountability, and income generation strategy.
- Proven senior leadership experience in a substantial and complex organisational environment, across business, public, or third sector, demonstrating strategic oversight and accountability.
- Understanding of the distinction between executive and non-executive roles and legal duties and responsibilities of trusteeship.
- Ability to interpret financial reports and contribute to strategic financial decisions.

Values, Commitment & Personal Qualities

- A strong commitment to the mission and values of Caring Matters Now.
- Passion for inclusion, equality, and improving lives of those affected by CMN.
- Willingness to devote the necessary time and energy to the role, including attending occasional events.
- Ability to contribute meaningfully to the work and ongoing development of the charity.
- Strategic thinking and sound, independent judgment.
- Excellent communication, collaboration, and teamwork skills.
- Tact and diplomacy, with the ability to listen and engage effectively.
- Creative and innovative in approach.
- Strong interpersonal skills and a collaborative mindset.
- Willingness to engage with beneficiaries, staff, and supporters.



WHAT'S INVOLVED

- Trustees are appointed for a three-year term (subject to the Trustee Probationary Period), renewable by mutual agreement and subject to board approval as per the charity governing document.
- Prepare for and attend quarterly Board meetings, one Annual General Meeting, and one in-person away-day (typically held in London), plus occasional additional meetings when required.
- Represent the charity at key events alongside the Chief Executive.
- Be available to respond to urgent matters relevant to your area of expertise.
- Undergo an enhanced DBS check as part of the appointment process.

This is a voluntary and unpaid role, though reasonable expenses will be reimbursed in line with the charity's policies.

Caring Matters Now operates without a central office. Staff work remotely or in hired venues when delivering services or hosting team events.

ADDITIONAL INFORMATION

All new trustees will serve an initial probationary period of 6 months. During this time, their performance, engagement, and alignment with the charity's values will be reviewed. The trustee(s) will have full participation rights throughout the probationary period; however, their appointment will remain subject to review by officers of the charity.

At the end of the probationary period, officers of the charity will present to the board which will then decide whether to confirm the appointment, extend the probation, or end the appointment.

Prior to appointment, the following checks will be completed:

- Two references, including at least one character reference
- Enhanced Disclosure and Barring Service (DBS) check
- A declaration of eligibility and disqualification (as per Charity Commission guidelines)
- A commitment to ongoing training and development
- A signed Trustee Code of Conduct or similar governance document

Upon appointment, and within four weeks of commencement, all mandatory induction and compliance training relevant to the trustee role must be completed.

HOW TO APPLY

We hope you will consider applying to join our Board. If you have questions or would like an informal conversation before applying, please contact Jodi Whitehouse, CEO, at jodi.whitehouse@caringmattersnow.co.uk

To apply, please send:

- Completed application form - scan QR code to download or go to:
<https://forms.office.com/e/T7781B50PH>

Applications will be reviewed on a rolling basis.



Shortlisted candidates will be invited to meet the Board Chair and Chief Executive virtually or in person. Final stage of the selection process will be interviews with the full Board of Trustees.

