



NIPPLE INNOVATION PROJECT

---

## Role Description – Trustee (Treasurer)

### Who we are

Founded in 2018, The Nipple Innovation Project (NiP) was born from a deep desire to help breast cancer patients heal—both physically and emotionally. After mastectomy surgery, many patients face the reality of living without their nipples, which can deeply affect their self-image and mental health. The absence of a nipple can be a constant reminder of what they have been through. NiP exists to change that, to offer an alternative to the current basic, semi permanent areola tattoos commonly offered in NHS hospitals. We offer free, long-lasting, realistic 3D nipple tattoos to individuals across the UK, to help those in the breast cancer community restore not just the appearance of their body, but a sense of self that cancer took away. In 2024, we became the first charity to partner with an NHS trust to offer this medical tattoo service to their patients.

This partnership is a huge step forward, not just for NiP, but for the entire breast cancer community. It's proof that medical tattooing is finally being recognised as an important part of post-mastectomy care, and it opens the door for more partnerships with NHS trusts across the UK.

- **Our vision** is to drive a nationwide shift in the narrative around life after mastectomy and reconstructive surgery and body image by working in partnership with the NHS and medical community to make our services a fundamental part of the recovery journey.
- **Our mission** is to educate on the innovation of high-standard quality medical tattoos so individuals know their options before surgery, and to be the trusted, compassionate provider of nipple and areola tattoo restoration services.



NIPPLE INNOVATION PROJECT

---

## About the role

We are seeking an experienced Treasurer to join our Board of Trustees.

This is a key governance role responsible for overseeing the charity's financial health and ensuring strong financial management and reporting. The Treasurer will work closely with the Chair and fellow trustees to support the charity's continued growth and sustainability.

Trustees are the people responsible under the governing document of The Nipple Innovation Project (NiP) for managing the affairs of the charity.

Voluntary Unpaid Remote, within the UK

Travel and other reasonable expenses will be reimbursed in line with our policy.

6-8 hours a month

In addition to the role description of a general trustee (provided below), the Treasurer will:

- Oversee the charity's financial management and controls
- Produce and/or oversee the preparation of annual accounts in line with Charity Commission requirements
- Lead on reserves policy and produce regular reserves calculations
- Present clear financial reports to the Board of Trustees
- Support the preparation of budgets and financial forecasts
- Ensure appropriate financial procedures and safeguards are in place
- Liaise with independent examiners or auditors as required
- Advise the Board on financial strategy and risk

## Essential criteria

Applicants **must** have:

- Previous experience serving as a Treasurer (charity or similar not-for-profit)
-



NIPPLE INNOVATION PROJECT

- 
- Strong understanding of charity finance and reporting requirements
  - Experience producing annual accounts
  - Experience managing or calculating organisational reserves
  - Ability to present financial information clearly to non-finance trustees
  - Commitment to the mission and values of the charity
  - Good attention to detail and sound judgement

### Desirable

- Knowledge of UK Charity Commission requirements
- Experience with small charity finances
- Accountancy qualification (or working towards)

### The role of a trustee is:

- To ensure that NiP complies at all times with its governing document, charity law, company law and any other relevant legislation or regulations
- To ensure that NiP pursues its objectives as defined in its governing document
- To maintain proper financial control and ensure that NiP applies its resources exclusively in pursuance of its objectives i.e. the charity must not spend money on activities that are not included in its objectives, no matter how worthwhile or charitable those activities are
- To set and maintain vision, mission and values
- To develop strategy, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To ensure accountability
- To support the operational management of the organisation
- To draw up and monitor the implementation of internal policies, which must include equality and diversity as well as health and safety policies, grievance and disciplinary procedures
- To ensure that risk assessments for all aspects of the charity are carried out
- To safeguard the good name and values of NiP
- To maintain effective board performance and ensure the effective and efficient administration of NiP including funding, insurance and premises



NIPPLE INNOVATION PROJECT

- 
- To act in the best interests of the charity in respect of decisions made as a trustee, never in the interests of yourself or another organisation

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board reach sound decisions. These may involve scrutinising board and focus group papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives and other issues in which the trustee has special expertise.

A trustee is required to act reasonably and prudently in all matters relating to the charity and must always bear the interests of NiP in mind.

#### Practical expectations

Trustees meetings take place 4-6 times per year. Meeting dates will be provided at least one month in advance and trustees are expected to attend. Virtual attendance is facilitated. Meetings are likely to last 2-3 hours, usually in the evening. The minimum term of office is three years.

Supporting documents will be circulated with a target of at least two weeks before meeting dates. Trustees are expected to read these documents and think critically about them in preparation for the trustee meeting. Preparation time is likely to be 1-2 hours per meeting.

Each trustee is expected to have a specialism for an area e.g Finance, EDI.

Trustees will be expected to undertake or coordinate activities related to their area of specialism between meetings. This will be a variable time commitment with a minimum of 8 hours a month (in addition to meeting related time outlined above).