



DRAGONFLY CANCER TRUST

Chief Executive Officer

Salary	£38,000 - £45,000 per annum (depending on experience)
Hours	37.5 hours per week
Contract	Permanent
Location	Northeast, UK. Hybrid working with travel across the UK as required
Reports To	Chair of the Board of Trustees

About Dragonfly Cancer Trust

At Dragonfly Cancer Trust, we believe that every child, young person and family facing cancer deserves support, comfort and lasting memories during some of life's most difficult moments.

Through our unique services, including memory-making keepsakes and cancer support initiatives we help families create precious memories and provide practical and emotional support at a time when it is needed most.

As we look to the future, we are seeking an inspirational and compassionate Chief Executive Officer to lead the charity, strengthen our sustainability and help us reach more families across the UK.

The Opportunity

This is an exciting opportunity to lead a growing charity with a powerful mission and a strong reputation.

Working closely with the Board of Trustees, staff, volunteers, supporters and healthcare partners, the Chief Executive Officer will be responsible for the overall leadership and management of Dragonfly Cancer Trust.

The successful candidate will provide strategic direction while also taking a hands-on role in leading fundraising activity, developing partnerships, managing operations and management responsibilities and ensuring that beneficiaries remain at the centre of everything we do.

This role would suit an experienced charity leader, fundraising professional, operations manager or deputy chief executive who is looking to make a meaningful difference and help shape the next chapter of Dragonfly Cancer Trust.

Key Responsibilities

Strategic Leadership

- Work with the Board of Trustees to develop and deliver the charity's strategy.
- Lead the organisation in achieving its charitable objectives and mission.
- Identify opportunities for growth, innovation and increased impact.
- Ensure the charity remains sustainable and responsive to beneficiary needs.

Fundraising and Income Generation

- Develop and implement a sustainable fundraising strategy.
- Increase income from grants, trusts and foundations.
- Build and maintain corporate partnerships.
- Develop individual giving, community fundraising and supporter engagement.
- Identify new income generation opportunities.
- Support fundraising campaigns, events and donor stewardship activities.

Operational Management

- Lead the day-to-day operations of the charity.
- Ensure services are delivered effectively, safely and efficiently.
- Manage staff and volunteers, providing leadership, support and development.
- Foster a positive and inclusive organisational culture.
- Oversee risk management and business planning.

Financial Management

- Work with Trustees to ensure sound financial management.
- Manage organisational budgets and resources effectively.
- Monitor financial performance and reporting.
- Support the development of annual budgets and financial plans.
- Ensure the long-term financial sustainability of the charity.

Governance and Compliance

- Support the Board in meeting its governance responsibilities.
- Ensure compliance with Charity Commission requirements and relevant legislation.
- Maintain effective policies, procedures and controls.
- Ensure safeguarding, data protection and health and safety obligations are met.

Partnership Development and External Relations

- Act as the public face and ambassador for Dragonfly Cancer Trust.
- Build strong relationships with healthcare providers, hospices, charities, supporters and funders.

- Represent the organisation at events, meetings and networking opportunities.
 - Raise awareness of the charity's work and impact.
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Person Specification - Essential Experience

Leadership and Management

- Experience of successfully leading and managing people, teams, projects or services.
- Experience delivering organisational objectives and managing performance.
- Experience working collaboratively with senior stakeholders.

Fundraising and Business Development

- Experience securing income through grants, fundraising, sponsorship, partnerships or business development activities.
- Experience developing relationships with donors, supporters, funders or external partners.
- Ability to identify and pursue growth opportunities.

Financial Management

- Experience monitoring budgets and managing organisational resources.
- Understanding of financial planning and reporting.

Governance

- Experience working with trustees, boards or governing bodies.
- Understanding of good governance and organisational accountability.

Communication

- Excellent written and verbal communication skills.
 - Strong influencing and presentation skills.
 - Ability to represent an organisation confidently and professionally.
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Essential Skills and Attributes

- Passion for the mission and values of Dragonfly Cancer Trust.
- Strong interpersonal and relationship-building skills.
- Compassion, empathy and emotional intelligence.
- Ability to inspire, motivate and engage others.
- Self-motivated and proactive.
- Organised with strong planning and prioritisation skills.
- Able to balance strategic thinking with practical delivery.

- Resilient and adaptable.
 - High levels of integrity and professionalism.
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Desirable Experience

- Experience within the charity or voluntary sector.
 - Experience of trust and foundation fundraising.
 - Experience managing volunteers.
 - Knowledge of Charity Commission requirements.
 - Experience leading a small charity or community organisation.
 - Experience delivering organisational growth.
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Why Join Dragonfly Cancer Trust?

This is a unique opportunity to make a genuine difference to the lives of children, young people and families affected by cancer and bereavement.

As Chief Executive Officer, you will have the opportunity to:

- Lead a respected and impactful charity.
 - Shape the future direction of the organisation.
 - Develop new partnerships and opportunities.
 - Build financial sustainability for the future.
 - Work alongside passionate staff, volunteers and trustees.
 - Deliver meaningful outcomes for beneficiaries across the UK.
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Key Success Measures (First 24 Months)

The successful CEO will:

- Deliver a clear organisational strategy and business plan.
- Increase and diversify annual income through a sustainable mix of fundraising streams, reducing reliance on any single source of funding and strengthening long-term financial resilience.
- Strengthen relationships with supporters, healthcare partners and funders.
- Improve visibility and awareness of Dragonfly Cancer Trust.
- Enhance organisational sustainability and resilience.
- Strengthen governance and operational effectiveness.
- Demonstrate measurable growth in reach and beneficiary impact.

