

Dragonfly Cancer Trust

CHIEF EXECUTIVE OFFICER

Candidate Information Pack

A defining leadership opportunity

Lead a compassionate UK charity into its next phase, strengthening sustainability, widening reach and ensuring children, young people and families affected by cancer remain at the heart of every decision.

Permanent • 37.5 hours per week • Hybrid, Northeast UK

Salary: £38,000 to £45,000, depending on experience

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Role at a glance

Role	Chief Executive Officer
Salary	£38,000 to £45,000 per annum, depending on experience
Hours	37.5 hours per week; flexible working arrangements available
Contract	Permanent
Location	Northeast, UK; hybrid working with regular travel across the UK
Reports to	Chair of the Board of Trustees

Welcome from our Chair

Dear Candidate,

Thank you for your interest in becoming the next Chief Executive Officer of Dragonfly Cancer Trust.

This is a truly special opportunity to lead a charity that makes a meaningful difference to the lives of children, young people and families facing cancer. Every day, our team, volunteers, supporters and healthcare partners work together to provide comfort, support and lasting memories during some of life's most challenging moments. Our commitment to those families is at the heart of everything we do.

As Chair of Trustees, I am proud of what Dragonfly Cancer Trust has achieved and the reputation it has built for compassion, care and impact. However, we are equally excited about what comes next. We see significant opportunities to extend our reach, strengthen our sustainability and ensure that even more families across the UK can benefit from our support.

We are seeking a leader who shares our passion for the charity's mission and who can combine strategic thinking with practical delivery. The successful candidate will bring the ability to inspire others, develop meaningful partnerships, grow income, support a small but dedicated team and work closely with our Board of Trustees to shape the next chapter of the organisation.

This role is about far more than managing a charity. It is about leading with compassion, building trust, creating opportunities and ensuring that every decision we make contributes to a better experience for the children, young people and families we serve.

Whether you are already a Chief Executive, a Deputy CEO, a senior charity leader or an experienced professional seeking your first CEO appointment, we are interested in hearing from individuals who share our values, bring energy and ambition, and believe they can help us grow our impact and secure our future.

Thank you for considering Dragonfly Cancer Trust as the next step in your leadership journey. We look forward to learning more about you, your experience and the contribution you could make to our charity and the families who rely on our support.

Warm regards,

Alison Foster
Chair of Trustees
Dragonfly Cancer Trust

About Dragonfly Cancer Trust

Each moment matters

Our mission is to support children and young people facing a life-threatening cancer diagnosis.

As a national charity, we are committed to providing comprehensive support to young cancer patients and their families, fostering an environment where each moment matters and is filled with memories, comfort, and connection.

We do this by working directly with young cancer patients aged 0 – 25, families, hospitals and hospices across the UK.

We provide memory making opportunities in the form of cash gifts, memory and sibling boxes, activity boxes and personalised keepsakes for families to treasure.

What makes our work distinctive

- Beneficiaries are at the centre of how services are shaped and delivered.
- Memory-making and keepsakes create moments of comfort, connection and hope.
- Partnerships with healthcare providers, cancer centres, hospices, supporters and funders help extend our reach.
- Staff, volunteers, trustees and supporters are united by a compassionate, values-led approach.

Our ambition

We want to reach more families across the UK, strengthen our national profile and build the financial and organisational resilience required for sustainable impact.

The next chapter

The CEO will help translate ambition into a clear strategy, sustainable income, strong partnerships, robust governance and measurable beneficiary impact.

The opportunity

Shape the future of a respected charity while remaining close to the people and partnerships that make its work possible.

The Chief Executive Officer will provide the overall leadership and management of Dragonfly Cancer Trust. This is a strategic role with a strong hands-on dimension, spanning fundraising, partnership development, operations, finance, governance, people leadership and external representation.

What success will look like

- A clear organisational strategy and practical business plan.
- More diverse and sustainable annual income.
- Stronger relationships with supporters, healthcare partners and funders.
- Greater visibility and awareness of Dragonfly Cancer Trust.
- Improved organisational sustainability and resilience.
- Strong governance and operational effectiveness.
- Measurable growth in reach and beneficiary impact.

Who this role may suit

An experienced charity leader, fundraising professional, operations leader or deputy chief executive ready to take on a broad, mission-led leadership role and help shape the charity's next phase.

The role and priorities

Purpose of the role

Provide inspirational leadership to Dragonfly Cancer Trust, ensuring the charity delivers its mission to support children, young people and families affected by cancer. Working closely with the Board of Trustees, the CEO will develop and implement strategy, drive sustainable income growth, maintain effective governance and lead a high-performing team that maximises impact for beneficiaries.

Core leadership priorities

Lead with purpose

Set clear direction, bring people together around a shared vision and maintain a compassionate, inclusive culture.

Build sustainability

Develop and implement a fundraising strategy that grows and diversifies income.

Strengthen delivery

Ensure services are safe, efficient, responsive and focused on meaningful outcomes.

Steward resources

Maintain sound financial management, planning, controls and risk oversight.

Enable good governance

Support trustees with clear information, sound advice and effective organisational controls.

Grow profile and partnerships

Act as an ambassador, develop trusted relationships and increase awareness of the charity's work and impact.

Key responsibilities

The CEO will balance strategic leadership with practical execution across six connected areas.

1. 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.

2. 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 opportunities and support campaigns, events and donor stewardship.

3. Operational management

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

4. Financial management

- Work with trustees to ensure sound financial management.
- Manage organisational budgets and resources effectively.
- Monitor financial performance and reporting.
- Support annual budgets and financial plans.
- Safeguard long-term financial sustainability.

5. 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.

6. Partnerships and external relations

- Act as the public face and ambassador for Dragonfly Cancer Trust.
- Build 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.

Person specification

We welcome candidates who can demonstrate the essential experience, skills and values needed to lead the charity safely, sustainably and well.

Essential knowledge and experience

Leadership and management

- Proven senior leadership experience, ideally within the charity, healthcare, not-for-profit or public sectors.
- Experience leading and developing teams through growth and change.
- Experience translating strategic objectives into operational delivery.
- A track record of creating a positive, values-led culture.

Strategy, fundraising and growth

- Experience developing and implementing organisational strategy.
- Ability to identify opportunities for growth, innovation and partnership development.
- Proven success in securing and growing income from multiple sources, including corporate partnerships, trusts and foundations, individual giving, community fundraising and major donors.
- Experience developing sustainable income strategies and managing performance against objectives and KPIs.

Finance, operations and governance

- Experience managing budgets, financial performance, forecasting and resource allocation.
- Experience overseeing operational delivery and organisational risk.
- Experience working with Boards or Trustees.
- Understanding of charity governance, safeguarding, data protection and charity compliance responsibilities.

Skills, attributes and desirable experience

Skills and abilities

- Inspirational, motivational and compassionate leadership.
- Strong decision-making, problem-solving and strategic thinking.
- Exceptional written and verbal communication.
- Strong influencing, negotiation, networking and relationship-building skills.
- Ability to use data and insight to inform decisions.
- Confidence representing the charity at national, regional and local levels.

Personal attributes

- Passion for Dragonfly Cancer Trust's mission and values.
- Empathy, emotional intelligence, integrity and accountability.
- Energy, enthusiasm, resilience and adaptability.
- Commercial awareness and entrepreneurial thinking.
- Collaborative approach with trustees, staff, volunteers and supporters.
- Commitment to inclusion, equality and diversity.

Qualifications and desirable experience

- Degree-level education or equivalent professional experience is essential.
- Leadership, management, fundraising, charity, healthcare or business qualifications are desirable.
- Experience leading a small-to-medium-sized charity, organisational growth or transformation.
- Experience managing geographically dispersed staff and volunteers.
- Experience of digital fundraising and supporter engagement.

Role and appointment details

Job title	Chief Executive Officer
Salary	£38,000 to £45,000 per annum, depending on experience
Hours	37.5 hours per week; flexible working arrangements available
Contract	Permanent
Location	Northeast, UK; hybrid working with regular travel across the UK
Reports to	Chair of the Board of Trustees
Checks	Satisfactory references, right to work checks and any role-appropriate safeguarding checks
Closing date	To be confirmed
Interview dates	To be confirmed

Working approach

The role requires a leader who can move comfortably between long-term strategy and day-to-day delivery, build relationships across the UK and maintain visible, values-led leadership for staff, volunteers, supporters and partners.

How to apply

Please submit the following:

- An up-to-date CV.
- A covering letter or supporting statement explaining your interest in the role, how your experience meets the requirements and how you would contribute to the future success of Dragonfly Cancer Trust.

Apply through CharityJob

Indicative recruitment process

- Stage 1: Application and shortlisting.
- Stage 2: First-round interview.
- Stage 3: Final interview with Trustees, which may include a presentation exercise, scenario-based discussion or stakeholder engagement assessment.

The closing date and interview dates are to be confirmed. The charity may bring the closing date forward if sufficient responses are received, so early applications are encouraged.

Accessibility and adjustments

Candidates are invited to request reasonable adjustments that would support full participation in the application or interview process.

Guidance for applicants

Your application will be stronger when it shows what you personally did, why it mattered and what changed as a result.

Structure your supporting statement around

Keep it to 800 to 1,200 words

- Leadership and team development: teams led, change managed, improvements delivered and people developed.
- Fundraising and income generation: grants, trusts, corporate partnerships, sponsorship, community fundraising or business development, including your personal contribution and outcomes.
- Financial and operational management: budgets, planning, performance, resource allocation and risk management.
- Governance: Board or Trustee engagement, regulatory compliance, policy development, safeguarding and risk oversight.
- External relationships: partnerships, influencing, public speaking and organisational representation.
- Why Dragonfly Cancer Trust: what attracts you to the mission, why you want to lead the charity and how your values align.

Practical application tips

- Read the job description and person specification before creating your supporting statement.
- Use specific examples rather than simply listing skills.
- Explain significant employment gaps.
- Include relevant consultancy, trustee, freelance or volunteer roles where appropriate.
- Provide two referees, ideally including your current or most recent line manager.

Safeguarding, equality and safer recruitment

Safeguarding

Dragonfly Cancer Trust supports vulnerable children, young people and families. The successful CEO will be expected to understand safeguarding responsibilities, lead with compassion and ensure beneficiary-centred services are supported by appropriate policies, procedures and controls.

Appointment will be subject to satisfactory references, right to work checks and any role-appropriate safeguarding checks.

Equality, diversity and inclusion

Dragonfly Cancer Trust is committed to building a diverse and inclusive organisation where everyone feels valued, respected and able to contribute. Applications are welcomed from candidates of all backgrounds, and the charity is committed to an inclusive environment for staff, volunteers, beneficiaries and supporters.

Fair and transparent recruitment

Shortlisting will be based on the information provided in the application and supporting statement. Applicants should provide sufficient evidence to demonstrate how they meet the role requirements. Recruitment information will be used for recruitment purposes and handled appropriately.

Thank you for your interest

We look forward to learning more about your experience, skills, values and aspirations, and the contribution you could make to Dragonfly Cancer Trust.

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