

Chief of Staff

Prostate Cancer Research



Working hours: 35 hours per week.

Salary: £41-46k depending on experience

Department: Office of the CEO

Location: We have flexible working arrangements, so you can choose to be office based, hybrid or remote. You'd also be needed to travel for in-person meetings with the CEO and with partners and supporters, as well as for team building and strategy days on an ad-hoc basis. These meetings are likely to be on average of two days a week. You will occasionally need to travel to Europe and the US.

Contract: Full time, permanent.

Position Overview

This is a rare opportunity to be at the heart of an ambitious, fast-growing organisation tackling one of the most pressing health challenges of our time. As Chief of Staff, you will work directly with our CEO to drive strategic priorities, manage high-profile relationships, and ensure seamless execution of key initiatives.

In this role, you will engage with ex-Prime Ministers, Secretaries of State, Oscar-winning directors, world-leading scientists, CEOs of fascinating organisations and influential policymakers, positioning you at the epicentre of groundbreaking conversations that shape the future of healthcare, innovation, and philanthropy. If you are exceptionally bright, outgoing, and highly organised, this role will place you in a dynamic environment where your ability to think strategically and act decisively will be key to our success.

Key Responsibilities

Strategic & Executive Support

- Act as the CEO's right-hand person, ensuring their time is focused on high-impact activities.
- Oversee project tracking and execution, ensuring objectives are met on time and to a high standard.
- Draft briefings, speeches, and correspondence that reflect the CEO's voice and vision.

Stakeholder & Relationship Management

- Manage and help establish relationships with senior figures across non-profits, government, business and media.
- Coordinate high-profile meetings and events, ensuring attendees are well-prepared and outcomes are maximised.
- Represent the CEO in discussions with key partners and supporters.
- Handle sensitive conversations and confidential information with discretion.

Event & Meeting Coordination

- Plan, coordinate, and execute strategic meetings, engagements, and speaking opportunities.
- Ensure every engagement is well-prepped, with briefing notes and key messaging aligned with organisational priorities.
- Follow up on actions, ensuring key relationships and opportunities are nurtured.

Operational & Office Management

- Oversee the CEO's diary, prioritising engagements that align with strategic goals.
 - Ensure seamless travel and logistical arrangements for key events.
 - Develop and implement systems that improve efficiency across the CEO's office.
 - Work closely with colleagues across the organisation to align the CEO's engagements with team priorities.
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Skills and Experience

Essential:

- **Highly Intelligent & Strategic Thinker** – Able to absorb complex information, provide clear analysis, and anticipate next steps.
- **Charismatic & Outgoing** – Able to engage confidently with high-profile individuals, from political leaders to celebrities to corporate CEOs.
- **Ultra-Organised & Detail-Oriented** – Able to manage multiple priorities with precision and efficiency.
- **Excellent Communicator** – Able to write and present with clarity, tailoring messaging for different audiences.
- **Proactive & Problem-Solving Mindset** – Always thinking ahead, anticipating challenges, and finding solutions.
- **Discreet & Professional** – Trusted to handle confidential information and sensitive situations with diplomacy.

Desirable:

- Experience engaging with **government, media, philanthropy, or corporate partnerships**.
 - Experience in **event planning, speechwriting, or strategic communications**.
 - Understanding of the **charity sector, health policy, or research landscape**.
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Why Join Us?

- **Be at the heart of change** – You'll work directly with a CEO leading groundbreaking initiatives in research, healthcare, and policy.
- **Access exclusive opportunities** – You'll be in the room with some of the world's most influential decision-makers, artists, and thinkers.
- **Shape the future** – Your role will have a direct impact on the direction of a rapidly growing organisation.

- **Grow your career** – This role offers unparalleled exposure, insight, and career-defining experiences.
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Benefits

- **25 days annual leave**, plus additional days for service milestones and office closures over Christmas.
 - **5% employer pension contribution.**
 - **Annual personal development fund (5% of salary).**
 - **Flexible and hybrid working options.**
 - **Perkbox account**, including retail discounts, and wellbeing perks.
 - **Bike2Work scheme**
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How to Apply?

Please send your **CV and a one-page supporting statement no longer than 300 words** outlining why you want this role and why you would be a great fit, with examples of previous experience.

 **Email your application to:** careers@pcr.org.uk

 **Deadline for applications:** 28th March 2025