

# Children with Cancer UK

## Candidate Pack



Registered Charity Number: 298405  
Inaugurated by Diana, Princess of Wales  
Company limited by guarantee, Number: 4960054

## About Us

In November 1986, siblings Paul and Jean O’Gorman were both diagnosed with cancer, and both tragically lost their lives within months of each other.

On the day that 14-year-old Paul passed away, the O’Gorman family made him a promise to help other children and young people facing the same situation. Their first goal was to raise £100,000 for research and support. Since then, Children with Cancer UK has grown into one of the leading children and young people’s cancer charities in the UK.

In those 35 years, we’ve raised over £300 million to fund 200 pioneering research projects into the causes of childhood cancer and the discovery of kinder treatments. Every day in the UK, 10 families will face a childhood cancer diagnosis. Our commitment to raising awareness has helped both the public and the scientific community understand childhood cancer better so that we can continue to support thousands of children, young people, and their families through treatment and beyond.

We are in a new phase of growth and are investing in our teams to expand our reach, increase our awareness and deliver greater income to ensure we can continue funding essential research into childhood cancer. Our vision is a world where every child and young person survives cancer.

### **Brand Values**

Our brand values are not what we offer, but what we stand for. They’re the beliefs and principles that we live by.

### **Commitment**

Our commitment and determination are unrelenting. We will work tirelessly, and we will not stop until every child survives.

### **Community**

We strive to create an inclusive community of patients, families, scientists, fundraisers, and anyone else who wants to join us. Every person is important, and our door is always open.

### **Collaboration**

Sharing key knowledge, information, and resources with others in our field increases the likelihood of curing cancer. When one of us wins, we all win.

### **Further information –**

Useful Links:

Our Story

<https://www.childrenwithcancer.org.uk/about-us/who-we-are/our-story/>

Our Mission

<https://www.childrenwithcancer.org.uk/about-us/what-we-do/>

Our Impact and Success

<https://www.childrenwithcancer.org.uk/about-us/who-we-are/our-impact-and-success/>

Impact Report 2022

<https://www.childrenwithcancer.org.uk/wp-content/uploads/2024/03/A5-Impact-Report-2022.pdf>

## **JOB PROFILE**

<b>JOB TITLE:</b>	Sports Events Assistant
<b>CONTRACT:</b>	Permanent. Full time. Hybrid – 3 days in office
<b>LOCATION:</b>	21-27 Lamb's Conduit Street, London, WC1N 3NL
<b>REPORTING TO:</b>	Senior Sports Coordinator
<b>DIRECT REPORTS:</b>	None

### **Role overview**

To support the Sports Events team with administrative duties, ensuring our fundraisers receive the best supporter experience possible, keeping accurate records and project managing small fundraising events.

### **Key responsibilities**

- To be the first point of contact for all sports events enquiries. Responding in a prompt manner.
- To support the Sports Team to deliver the portfolio of events including the TCS London Marathon.

### **Duties and tasks to fulfil the key responsibilities**

#### **1.1. Administration**

- To ensure all mailings are dispatched on time.
- To create the monthly sports events e-newsletter.
- Work alongside the communications team to keep the website up to date.
- Identify fundraising stories that can be shared externally.
- Keep up to date records of sports events fundraising on our database (Salesforce).
- To maintain Sports Team's current systems and processes.
- To assist in the monitoring of stock and materials. Ensuring adequate stock levels are available.
- To complete the monthly offline Gift Aid process for the Sports Team.

#### **1.2. Sports Events Project Management**

- To project manage a range of small mass participation events with support from your line manager.
- Alongside your line manager, ensure all events have project plans, marketing plans and evaluations.
- To deliver excellent supporter journeys.
- Recruit and support new supporters to maximise their fundraising potential.
- To assist with the organisation of the event days experience and attend as required.
- To maintain a high standard of relationship fundraising.
- Alongside your line manager report and measuring against set KPIs and objectives creating action plans to mitigate risk.
- To keep sports events expenditure records up to date.
- To keep up to date with the charity sector
- To assist with the development of the sports events portfolio.
- To work collaboratively across departments.

#### **Additional Responsibilities**

- Any other reasonable duties as directed by your line manager.
- The post requires an amount of evening and weekend work and the post holder is expected to attend events as and when required throughout the UK. The charity operates a time off in lieu system to make this time up which your line manager will need to approve.

## **Person Specification**

### **Qualifications**

#### **Desirable**

- Educated to degree level or equivalent professional qualification and evidence of CPD.

### **Experience**

#### **Essential**

- Experience in a customer facing role.
- Experience working on multiple projects

#### **Desirable**

- Experience within the charity sector.
- Experience of public speaking
- Experience using a database

### **Skills and knowledge**

- Excellent organisational skills
- Ability to prioritise and multi-task
- Excellent customer service skills

The appointee will also be expected to be fully IT literate.

### **Other information**

The post requires a certain amount of evening and weekend work and the post holder is expected to attend events as and when required – events could be in London or over several days throughout the UK or abroad.

***At Children with Cancer UK we value diversity, and we are committed to creating an inclusive culture where everyone is able to be themselves and to reach their full potential. The statements are not intended to be construed as an exhaustive list of all duties, responsibilities and skills required for this position.***

### **How to apply**

To express an interest in this role and to be considered for it, please submit the following via email to [yvonne.west@childrenwithcancer.org.uk](mailto:yvonne.west@childrenwithcancer.org.uk)

- A detailed and up-to-date CV
- A supporting statement that addresses the essential skills and competences and outlines your motivation for applying (no longer than three pages of A4)
- Two referees that you are happy for us to contact at the shortlisting stage
- Details of your availability on the dates provided in the indicative timetable

If you have any queries in relation to the application process, please do not hesitate to call us on 020 7404 0808.

If you have any queries about any aspect of the appointment process, need additional information or wish to have an informal and confidential discussion, then contact us on 020 7404 0808 and we will be pleased to take your call.

**Every day 10 children and young people are diagnosed with cancer in the UK.**

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**8 out of 10 young childhood cancer patients can be successfully treated thanks to vital, specialist research we helped fund.**

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**We need to develop safer, kinder and more effective cancer therapies for children, with fewer toxic side effects. We strive to ensure that we are doing everything we can to improve the lives of children with cancer.**

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**We fund Research**



**We fund Welfare**







**We raise Awareness**



[info@childrenwithcancer.org.uk](mailto:info@childrenwithcancer.org.uk) | [childrenwithcancer.org.uk](https://childrenwithcancer.org.uk)

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