

Charity Manager/Fundraiser

[Cancer Treatment & Research Trust](#)

Remote

FTE £40,000 per year

12 month Maternity Cover, Part-time, 14 -16 hours per week

Job description

Context:

The Cancer Treatment and Research Trust (CTRT) was founded in 1985. Its main role is to raise funding for research into why and how cancers develop; better ways of detecting and monitoring cancers; and finding and testing new treatments. The CTRT has played a key role in funding world-class research work undertaken by consultants and their teams at Mount Vernon Cancer Centre, Northwood and Charing Cross and Hammersmith Hospitals in west London. Each location has a separately funded branch of the charity.

Both centres have carried out groundbreaking research into male and female germ cell tumours, rare and more common gynae cancers as well as lung cancer. In addition, the Mount Vernon Cancer Centre, has expertise in kidney cancer and melanoma whilst at Charing Cross they are world leaders in the rare pregnancy related gestational trophoblastic cancers and the development of immunotherapy treatments.

Our mission is to enable our consultants and scientists to translate laboratory research into clinical trials and new life-saving treatments.

Purpose

To oversee the day to day management and administration of CTRT, ensure effective fundraising activity, provide support for the Board of Trustees and facilitate the smooth running of the charity. As part of this you will ensure the accounts are prepared in a timely way with the assistance of our book keeper and accountants. You will also work with our web-designer to ensure the website is kept up to date and the annual charity report and return are prepared and submitted on-time.

MAIN RESPONSIBILITIES

- Act as a point of contact for organisations and individuals contacting the charity
- Support the work of the Trustees, ensuring good governance and compliance with statutory requirements, supporting the Board in performing its responsibilities, attending and contributing to Trustee meetings and preparing reports as requested
- With the support of a bookkeeper ensure financial management and procedures including day to day banking
- Oversee and support fundraising activities and events for the charity
- Posting of information on the charity's website and social media and ensuring content is up to date

- Directly line manage the Communications & Administration Assistant
- Manage the charity's volunteer and supporter database
- Ensure that donations are acknowledged in an appropriate and timely manner and are correctly identified within the charity's records
- Maintain all Charity Commission requirements
- Undertake general administration duties of all kinds

We are looking for a candidate who can demonstrate:

- Evidence of management experience in the charity sector gained in a paid or voluntary role
- Knowledge and experience of suitable banking and charitable finances
- Knowledge of governance in the voluntary or public sector
- A track record of fundraising successes within community, events and individual giving
- Ability to communicate with a diverse range of people including healthcare professionals
- Working knowledge of office IT, Website Maintenance Software (Wordpress) and CRM systems (Donorfy)
- Experience in working with and managing volunteers
- Ability to work on your own initiative
- High organisational skills with the ability to multi-task, managing your time and priorities effectively