



# Operations Executive

August 2024



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### About us: Peaches Womb Cancer Trust

I am Dr Helen Clarke, Chair of the Board of Trustees of Peaches, and I welcome you to the application process for the role of our Operations Executive. We are a small charity with big ambitions and are looking for someone to lead our growth to achieve our aims. We are a friendly, approachable team, committed to changing the lives of people affected by womb cancer.

Peaches Womb Cancer Trust was founded in 2020 by a team of enthusiastic and dedicated researchers, doctors and nurses working alongside Professor Emma Crosbie. Since then, the original founders have been joined by invaluable volunteers and 2 staff members to ensure we can raise awareness, support patients, fund and promote womb cancer research.

Womb cancer, also known as endometrial and uterine cancer, is the most common gynaecological cancer in the UK. Affecting approximately 9,700 people annually, most are diagnosed over 50 years of age and have gone through the menopause, but womb cancer can affect younger women too. When diagnosed at an early stage, womb cancer is often treatable: when diagnosed at early stages, 1 and 2, the survival rate is 92%. However, when the disease is diagnosed at later stages, 3 and 4, the survival rate reduces to 15%. Currently 1 in 5 women, or people with a womb, are diagnosed at advanced stages. Latest figures show that the equivalent of 27 people every day are receiving a new womb cancer diagnosis and 7 people are dying from this disease every day in the UK.

Peaches want to change that and save lives.

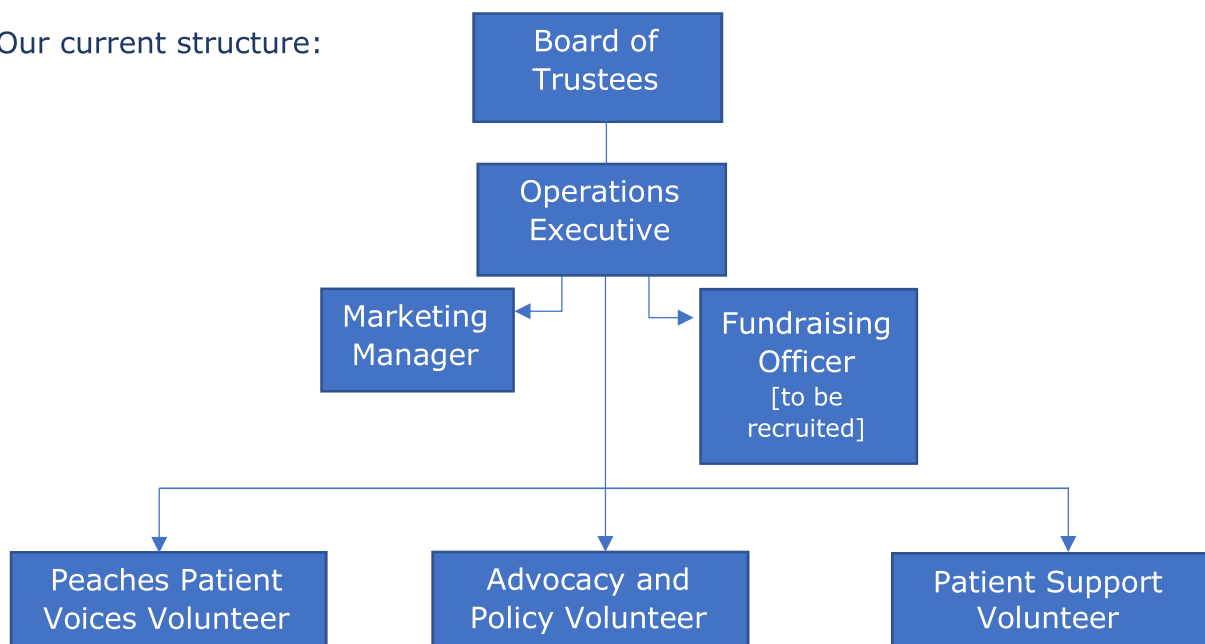
We recognise the need to have expertise across multiple areas for us to grow the organisation. We are particularly looking for someone with leadership experience and knowledge of fundraising within the charity sector, that can lead us to achieving our goals for growth. We are offering an Operations Executive role in a



part-time capacity. There is scope for career progression/development for the successful candidate if strategic aims are met.

We want someone to join us who is people focused and lives our values: **innovation, passion, integrity, and empowerment**; and reflects these values when communicating with our stakeholders and all those affected by womb cancer.

Our current structure:



## Role Description

Operations Executive. Reporting to Chair of Trustees.

Pay scale: £40,000-45,000 per annum (full time equivalent salary) depending on experience.

This is a part time role for 3 days a week or another pattern to be agreed +3% employer pension contribution.

There is the potential for performance-related bonuses.

Location: remote home working. There is an annual in person away day and occasional travel across the UK for work.



We would be happy to consider applications from those with a caring or parenting role and to consider flexible working around core operational hours to accommodate the right candidate.

## **Role Requirements**

- Significant fundraising and charity sector experience
- Experience of leading high performing teams
- Ability to work remotely and autonomously
- Occasional travel for team and external meetings
- Occasional evening and weekend working when needed
- Flexible and adaptable
- Experience of performance management

## **Key Responsibilities:**

### **Leadership**

- Provide effective line management, empowering people to do their best work and promoting and supporting personal development.
- Acts as a role model by reflecting the values of Peaches across the organisation.
- Work collaboratively to promote a positive culture throughout the organisation and promote accountability.
- Foster open and clear communication at all levels of the organisation.
- Champion equality, diversity & inclusion principles across the organisation.

### **Project Management**

- Deliver agreed project outcomes within agreed time frame.
- Support planning and design of projects and work flexibly within wider changing and unpredictable environments.
- Monitor and evaluate project performance, collecting and analysing data to measure against project and organisation's targets. Compile and submit reports as required to funders.

### **Fundraising**

- To drive significant growth over the next financial year, through existing and new fundraising channels, including but not limited to:
  - Nurturing and supporting the community fundraising that is ongoing
  - Oversight on the grants and trusts fundraising that is facilitated our freelance grant writer and one of our Trustees
  - Developing owned fundraising opportunities for our supporters to participate in
  - Developing corporate partnerships
- Monthly reporting to the Trustees on progress against key strategic goals.



## **Financial management**

- Work closely with the Finance Trustee to develop the annual budget, monitor monthly cash flow and check and report on levels of income and expenditure.

## **Organisational growth**

- Monitor the quality and quantity of the services delivered, their outcome measures and report on the impact of these services to the Trustees as and when required.
- Explore opportunities to expand and develop the aims of Peaches Womb Cancer Trust and the services it offers.
- Collaboration with other charities and organisations to fulfil Peaches aims and facilitate organisational growth.
- Lead recruitment of further employees, as required, to continue the expansion of the team.

## **Representation**

- Chair and attend relevant internal or external meetings / steering groups
- Be the public face of and lead representative for Peaches Womb Cancer Trust

## **Governance**

- Attend, contribute to and take minutes of Trustee meetings (one evening every 6-8 weeks)
- Provide support to the Board of Trustees to enable them to deliver good governance.
- Assist the Board of Trustees on all matters relating to their legal obligations and charity law compliance including health and safety and safeguarding.

## **Person Specification**

We are committed to valuing the diversity of our staff, volunteers and community. We are dedicated to building an organisation where people are respected for who they are and ensuring we are truly representing those we serve.

You should be able to demonstrate and provide evidence of your ability to meet the criteria listed. These will be tested further at the interview stage.



	Essential	Desirable
Compassionate, empathetic and non-judgemental approach to all service users.	✓	
Excellent self-management skills to limit stress and maintain work-life balance.	✓	
Experience of managing complex projects with concurrent deadlines across a range of organisations.	✓	
Self-motivated and pro-active, with the ability to work as part of a team.	✓	
Target driven	✓	
Confident communicator with excellent standard of both written and verbal English.	✓	
Experience of building successful relationships with organisations, identifying mutually beneficial opportunities and delivering on these.	✓	
An understanding of the charity sector in the UK.	✓	
Commitment to maintaining continued professional development.	✓	
Experience of recruiting and managing staff and volunteers.	✓	
Ability to manage risk effectively to protect organisational reputation.	✓	
Ability to evaluate, monitor and report on outcomes and impact.	✓	
Strong project management skills, ability to manage multiple priorities and deadlines.	✓	
Proficient in Microsoft Office.	✓	
Demonstrable experience of building effective relationships with a wide range of stakeholders and organisations.	✓	
Experience in event planning and delivery.		✓
Proficiency using CRM databases.		✓

## How to Apply

For further details or if you would like an informal discussion about this role, please email me at [helen.clarke@peachestrust.org](mailto:helen.clarke@peachestrust.org) and we can arrange a call.

Application through Charity Jobs website.

Closing Date for applications: 4<sup>th</sup> September 2024.

There will be a formal interview process via zoom or Teams. Interviews can be arranged at a mutually convenient time.