

15th March 2024

# PROGRAMME COORDINATOR ROLE

# APPLICATION PACK

[www.movecharity.org](http://www.movecharity.org)



**MOVE**  
**AGAINST**  
**CANCER.**

# THE POST OVERVIEW

## Programme Coordinator

### The Charity

MOVE AGAINST CANCER Charity (MOVE) is looking for an experienced, dynamic and motivated Programme Coordinator with the passion and the skills to support our small teams and programmes. We have a fantastic opportunity for an experienced individual with a strong administration background to join our growing team.

We are looking for an exceptional individual with administration, data management, logistics experience, organisational skills and someone who can provide valuable support across our programmes as we grow.

The MOVE Team is a strong and motivated team, who love MOVE Charity and the difference we make, and are building a strong network of passionate and skilled volunteers to support our programmes and community.



# INTRODUCTION

## Our Journey

MOVE Charity supports, inspires and empowers people impacted by cancer to Move Against Cancer, because movement matters.

In 2012, Gemma Hillier-Moses, at just 24 years old, faced a life changing cancer diagnosis (Burkitt lymphoma). As an international athlete, Gemma wanted support to stay active during her treatment and regain her fitness after her treatment, but this support didn't exist. Gemma's experience ignited her passion and determination to help others understand and experience the benefits of an active lifestyle while navigating life during and after cancer treatment

To do this, Gemma founded **MOVE** charity in 2016 with the support of her family and founding trustees Dr Fiona Miall; her father, Nigel Hillier and Dr Clare Stevinson. MOVE charity's early mission was to support children and young people through cancer rehabilitation and has evolved from small group, face to face meet ups to the innovative and life changing one-to-one **MOVE Online Rehabilitation Programme** for young people aged 13-30 led by cancer rehab specialists.









# INTRODUCTION

In June 2018, the second phase of MOVE charity started when, in collaboration with Dr Lucy Gossage, we launched the **5k Your Way, Move Against Cancer initiative** linked to parkrun. As a consultant oncologist with a background as a professional triathlete Lucy believes passionately in the power of movement for those living with and beyond cancer and wanted to find a way to challenge the myth that 'rest is best'.

Lucy and Gemma's vision was to create an empowering and inspiring active cancer support group. Together, they founded 5K Your Way—a community initiative that encourages anyone impacted by cancer to live an active and fulfilling lifestyle. The 5KYW groups take place on the last Saturday of every month and they inspire and empower individuals to walk, jog, run, cheer, or volunteer, fostering a supportive environment.

At MOVE Charity, we strive to change the perception of living with and beyond cancer. We believe that every person diagnosed with cancer should be informed and offered support around the benefits of being active during and after treatment, and we are committed to providing support and guidance to help them achieve that. We now have over 95 groups across the UK.



# Our Supporters

Amy Harding, Director of Services & Impact, Teenage Cancer Trust

“Teenage Cancer Trust has worked closely with MOVE Charity since it was founded in 2016. They have provided support to young people across the UK at many of our national support events and we know through feedback from young people the difference this makes. MOVE Charity has a real energy and passion for supporting young people with cancer and we look forward to working with them this year and in the future.”





# PROGRAMME COORDINATOR

## THE ROLE

### **We are looking for someone:**

To work as part of a team of staff and volunteers across all charity initiatives and current support programmes with people impacted by cancer.

### **The role will support the following programmes:**

- 8 week Online Rehabilitation Programme
- 5K YOUR WAY Support Programme
- MOVE YOUR WAY Resource HuB

### **Who you will be working with:**

The MOVE Against Cancer Charity team

- Chief Executive Officer
- Programme Lead x 2
- 5KYW Operational Officer
- Fundraising Coordinator
- 6 Cancer Rehabilitation Specialists
- 400+ Volunteers and Ambassadors
- Board of Charity Trustees



# **PROGRAMME COORDINATOR**

## **KEY RESPONSIBILITIES**

### **Centralised Administrative Programme Support**

- Assist in coordinating logistics across programmes, including charity events, 8 week online programme, MOVE fundraising activities and 5K Your Way groups. including support for volunteers.
- Liaise with staff, volunteers, and supporters to ensure seamless operations.
- Manage stock and resources by ordering, organising, and dispatching as needed.
- Support the CEO with the set up charity meetings
- Support the administration of charity events such as workshops and webinars.

### **Communications**

- Provide valuable support for programme development, including meeting setup, minute-taking and reporting across the charity.
- Handle external communication through our website and information request channels to contribute to creating a supportive environment.
- Provide support with feedback and evaluation from our community and stakeholders.



# KEY RESPONSIBILITIES

## **Communications continued**

- Contribute to resource and newsletter creation.
- Being a key link across all functions of the programme team

## **Data Management and Reporting**

- Efficiently handle and organise programme data, data for people we support and our supporters.
- Manage internal online folder sharing across team members to improve efficiency .
- Collate, transfer, present, store, and update data using tools such as spreadsheets, DocuSign, Google Sheets, and Firetext.

## **Other duties**

- Undertake any other duties as may reasonably be required for the successful delivery of the charity business objectives.

# MOVE BENEFITS

**Salary:** £20k - £23k depending on experience.

**Contract:** Full Time fixed term contract for 12 months with potential to extend further.

The post is subject to a six months' probationary period.

We understand the importance of work-life balance and respect individual needs. We offer a full-time position, but we are also open to considering requests for a 4-day work week or part-time role for candidates with the right experience.

**Generous Annual Leave:** Generous allocation of 28 days of holiday leave (pro rata if part-time)

**Special Day Off:** Your Birthday

**Extended Holiday Break:** Our charity closes down in between Christmas and New Year, giving you the opportunity to enjoy some additional time off over the festive period.

**Pension Benefits:** Pension plan through NEST (National Employment Savings Trust)

**Flexible Working Arrangements and Hours:** We believe in empowering our employees to manage their time effectively. This is a remote working role with travel for team meetings and other work-related events.



# PERSON SPECIFICATION

To be successful in this role you'll need an excellent understanding and proven track record of administrative support.

Experience of working in cancer and working in not for profit, NHS or other public sectors is desirable but not essential.

You will need to demonstrate skills at building effective relationships with people living with and beyond cancer, friends, carers, volunteers, general public and professional organisations and a passion for movement, physical activity and exercise.

We are looking for someone with:

## **Essential**

- A passion for Move Against Cancer Charity and belief in what we do
- A positive attitude, high energy and enthusiasm for our support programmes.
- Effective interpersonal, communication and time management skills
- Previous experience in administrative roles, especially in logistics, data management, and team support are essential
- Strong organisational and multitasking abilities.

# PERSON SPECIFICATION

## Essential

- Excellent written and verbal communication skills.
- Proficient in using spreadsheets, DocuSign, Google Sheets, Firetext and Microsoft applications.
- Strong IT skills with the ability to navigate and learn various platforms.
- Keen attention to detail and experience with processes and systems supporting logistics
- Able to handle large amounts of data efficiently.
- Handling personal data with confidentiality in line with charity policies and procedures.
- Development-oriented mindset with the ability to work independently, on your own initiative.
- Flexibility to adapt to various tasks and responsibilities as we grow.
- Passion for career development and opportunity to contribute personal skills and learning with a wider team.
- A team player - a passion for being part of a successful and highly motivated team.



# PERSON SPECIFICATION

## **Desirable**

- Experience of working in the charity / not for - profit sector.
- Knowledge of Canva, Stakeholder Relationship and Fundraising Platforms.
- Evidence of supporting development of resources such as podcasts, or videos.
- Ability to update website platforms.

## **You will also :**

- Be educated to A-Level or equivalent.
- Show evidence of professional development.
- Be involved in sector networking and awareness raising on behalf of MOVE Charity.
- Act as an ambassador for the MOVE Against Cancer Charity at all times.
- Have the ability to work flexible hours, evenings and weekends on occasion for charity events.

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The organisation may stipulate other reasonable requirements. The job description will be reviewed and may be subject to change.

# HOW TO APPLY

## Programme Coordinator

### How To apply:

- Produce a document no longer than 2 sides of A4, outlining why your skills, experience and personal motivation make you the right person for this role. Please also attach your CV.
- Please provide name and contact details of two referees that we would contact if shortlisted.
- Please use your name in the subject header of the email and the file name of the document.
- Please send these to **recruitment@movecharity.org**
- For an informal discussion before applying, please email Chief Executive Officer **vikki.beddow@movecharity.org** to arrange a call.
- **Closing date to apply for this role is 7th April 2024**
- If you would prefer to submit your application in an alternative format, please feel free to choose your own approach to convey the information requested.

### Equal Opportunities and Diversity Statement:

MOVE Against Cancer is an equal opportunities employer, values diversity and is strongly committed to providing equal employment opportunities for all employees and all applicants for employment.



# THE INTERVIEW PROCESS

## Programme Coordinator

### Key Application and interview information:

There will be two stages of the interview process. The first stage will be virtual via video call and for those invited to the second stage, the interview will take place in-person in Loughborough

### Interview Dates:

**Stage one dates:** Monday 15th & Tuesday 16th April 2024

**Stage two date:** Tuesday 23rd February 2024

The closing date to apply for this role is **7th April 2024**

### Data Protection Statement

For information about how we use your data, please contact us.

