



Children with Cancer UK
Candidate Pack



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

Job description

Job title:	Senior Sports Events Coordinator
Contract:	Maternity – Contract 12 months (starting Oct/Nov 2024)
Location:	Hybrid – Office 3 days a week (21-27 Lamb's Conduit Street, London, WC1N 3NL)
Reporting to:	Sports Events Manager
Direct reports:	Sports Events Administrator
Salary range:	£27,000 - £33,000 (based on experience)

Role

To project manage a range of high to mid value sports events and campaigns, providing an excellent supporter experience to all sports event's participants, meeting agreed KPIs and objectives and line managing the Sports Events Administrator.

Children with Cancer UK

Children with Cancer UK is a leading children's cancer charity dedicated to raising and investing funds into vital specialist research to save the lives of children with cancer. Our mission is to improve survival rates and the quality of survival in young cancer patients and to find ways to prevent cancer in the future. What began as a small memorial charity in 1988, has evolved into a major force raising more than £300 million and investing in over 200 research projects to help fight the injustice of cancer in children.

Key responsibilities

Sports Events

1. To project manage a range of our high to mid value sporting events and partnerships (including Rat Race, Action Challenge and minimum sponsorship events)
2. To support the Sports Team to deliver the portfolio of other sporting events including the TCS London Marathon
3. To ensure all events have project plans, marketing plans and evaluations.
4. To deliver excellent supporter journeys.
5. Recruit and support new supporters to maximise their fundraising potential.
6. To organise the event day experience and attend as required.
7. To maintain a high standard of relationship fundraising.
8. To monitor campaign KPIs and objectives. Identifying problems and agreeing remedial steps.
9. To keep sports events expenditure logs up to date.
10. To keep up to date with trends and activities across the charity sector
11. To assist with the development of the sports events portfolio.
12. To work collaboratively across departments.
13. To prepare and deliver presentations when necessary to a variety of audiences.
14. To respond in a prompt manner to all sports events enquiries.
15. Work alongside the communications team to keep the website up to date.
16. Identify fundraising stories that can be shared externally.
17. Keep up to date records of sports events fundraising on our database (Salesforce).
18. To maintain Sports Team's current systems and processes.
19. To build good working relationships with key stakeholders.

Line management

1. To effectively line manage your direct report carry out regular one to ones and half yearly performance appraisals.
2. To ensure your direct report has a development plan and attends training as necessary.
3. Ensure direct reports wellbeing is prioritised.
4. To recruit and induct new starters into the charity when necessary.
5. To contribute to a positive working environment and culture.

Budget

1. To contribute to the sports event department yearly budgetary income and expenditure
2. To feed into the creation of the yearly budgets and reforecasts.
3. Analyse monthly income and expenditure against budgets. Providing commentary, identifying problems and agreeing remedial steps.

Additional Responsibilities

1. Any other reasonable duties as directed by your line manager.
2. 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

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience building relationship with variety of stakeholders • Experience working on multiple projects at the same time • Project management experience • Experience using a database 	<ul style="list-style-type: none"> • Line management experience • Experience growing fundraising income • Experience of public speaking
Skills & Abilities	<ul style="list-style-type: none"> • Excellent organisational skills • Ability to prioritise and multi-task • Project management skills • Excellent customer service skills • Ability to report and measure on KPIs and objectives. 	<ul style="list-style-type: none"> • Understanding of mass participation events • Proficient use in the Microsoft suite (Excel, Word, Powerpoint, Sharepoint, Outlook etc)
Other attributes	<ul style="list-style-type: none"> • Strong team player • A self-starter who can plan their own diary and use initiative • Able to work collaboratively across the organisation 	<ul style="list-style-type: none"> • Creative and innovative

Please note: If you don't match all our essential criteria but have other relevant experiences and skills, please do apply. We would love to hear from you.

Other information

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.