



<b>Job Title</b>	Special Purpose Funds (SPF) Executive
<b>Directorate</b>	Corporate Services & Grants
<b>Accountable to</b>	Head of Grants
<b>Responsible to</b>	Special Purpose Funds Manager

## About Us

The Royal Marsden Cancer Charity raises money solely to support The Royal Marsden, a world-leading cancer centre. We ensure our nurses, doctors and research teams can provide the very best care and develop life-saving treatments, which are used across the UK and around the world.

From funding state-of-the-art equipment and ground-breaking research, to creating the very best patient environments, we will never stop looking for ways to improve the lives of people affected by cancer.

We are a very ambitious organisation which has gone through transformational growth over the past five years. Alongside funding an existing programme of world-leading research, treatment and care, the Charity has recently completed its largest capital appeal to date, successfully raising £70 million to build the Oak Cancer Centre at the hospital's Sutton site.

We are now working closely with the hospital on plans for a new major redevelopment project to launch in 2023-24. There is also an extensive portfolio of engaging projects outside of the capital appeals, that help to support all aspects of the hospital's work to improve the lives of cancer patients.

## The Grants Team

Working for us offers you a challenging and rewarding career, as well as the chance to really improve the lives of those living with cancer.

Our team is central to achieving the Charity's objectives and manages all funding awarded to the hospital, including all Grants and Special Purpose Funds (SPFs). In March 2020, RMCC Trustees approved the 2020-2025 Grants Strategy which proposed that £55m is made available to the hospital, over the 5-year strategic period, to support what is of greatest strategic need to the hospital. Examples of current funding, via our grants programme, include the Research Grant which supports areas such as Early Diagnosis & Detection, Immunotherapeutics and Early Phase Drug Development, and our Treatment and Care Grant through which we support services such as Patient Psychological Support, Complimentary Therapies, and a specialised Palliative Care programme. We also hold and manage over 150 SPFs which restrict funding to specific areas of research, patient services and staff benefit.

## Job Purpose

This role is varied to reflect the needs and breadth of the Grants Team; we support Trust staff to manage awards from the Charity as well as support fundraising and marketing teams by providing information on funded work. The post holder should be an effective communicator and must be highly organised with strong attention to detail. They will work within a dynamic and agile Grants Team to support the administration and management of the Charity's Special Purpose Funds (SPFs). It would suit someone who is passionate about the work of the Royal Marsden and understands the importance of effective management of donations as we strive to meet the wishes of our valued donors. The SPF Executive will work closely with, and report to, the SPF Manager and may be asked to undertake additional tasks as requested by the Head of Grants.

## Working Relationships

Internal – Fundraising, Finance, Data, and the Marketing & Digital

External (hospital) - Trust Finance, HR, Clinicians, and other medical staff / stakeholders.

## Key Areas of Responsibility

### Special Purpose Funds (SPFs) Administration

- Ensure effective administration of SPFs, making sure that Fund Holder details are accurate and up-to-date, and that Terms of Reference are in place.
- Ensure the Finance and Data teams are kept updated with any changes to SPF details and maintain an up-to-date record of all SPFs that is accurate and accessible for fundraising teams.
- Support the SPF Manager with projects such as the Lady Garden Foundation Scientific Committee, which funds gynaecological cancer research projects.
- Support the SPF Manager to collate SPF project updates.
- Draft award and confirmation letters for SPF projects.

### Finance related duties

- Support the SPF Manager to prepare fund statements, which involves managing large data sets and analysing data in MS Excel. Once the Grants Management Software is implemented, the post holder will be required to support on the financial reporting of SPFs through this new system.
- Lead on sending regular statements to Fund Holders and assist with any queries.
- Process creditor payment forms, send invoices for payment and check the fund terms of reference; escalate queries to the SPF Manager, where necessary.
- Support the SPF Manager with any queries/issues that may arise with Trust Finance e.g., issues relating with SPF invoices.
- Support the Grants team with the implementation of the new Grants Management System.

- Support the SPF Manager to consistently review the status of SPFs based on activity and balance, and support with opening and closing funds.

## **General**

- Monitor the Grants team email inbox and respond to/escalate all enquiries from Charity and hospital staff relating to SPFs.
- Where necessary, liaise with relevant teams to foresee and prevent any administrative problems that might arise.
- Undertake any other appropriate tasks as delegated by the SPF Manager or Head of Grants.

This job description is intended as an outline of the general areas of activity within the job role. It will be amended from time to time in the light of the changing needs of the organisation.

## Person Specification

Candidates must be able to demonstrate	Essential or Desirable
<b>Qualifications &amp; Training</b>	
Degree or equivalent, preferably in a Science-related subject	D
<b>Key competencies</b>	
High level of spoken and written English	E
Good level of IT skills particularly in MS Word and MS Excel	E
Confident at handling datasets of complex information, particularly on MS Excel	E
Ability to work successfully on a range of different tasks at any one time	E
High attention to detail and problem-solving skills	E
Ability to work well as part of a small team and within a busy office	E
Ability to deal calmly and confidently with enquires from all professional groups	E
Enthusiasm and drive to evolve and grow this role, to maximise its effectiveness	D
<b>Experience and Knowledge</b>	
Experience working in Grants and/or Fund Administration	D
Experience in working with a Grants Management System	D
Experience in administration in the public or voluntary sector	D
Experience within an NHS Charity or academic setting	D
Experience of working with staff from a diverse range of backgrounds and levels	D
Experience of successfully working with little supervision, using own initiative	D

The above criteria are necessary for this post and will be used when shortlisting applicants for interview and throughout the recruitment and selection process.

## Conditions of Service

<b>Salary</b>	£27,000 - £29,000
<b>Contract Type</b>	Permanent
<b>Hours of Work</b>	37.5 per week
<b>Location</b>	Hybrid working, with a mix of office and home working. Based at either our Chelsea or Sutton site, with occasional working from both sites.
<b>Benefits</b>	<p>27 days annual leave allowances, contributory pension scheme, life insurance, enhanced maternity and adoption pay, employee assistance programme, subsidised canteens, flexible working and more.</p> <p>Refer to our summary of benefits information attached, and on our website for further details.</p>

## Diversity and inclusion

The Royal Marsden Cancer Charity believes in treating people fairly with respect and dignity, and in valuing diversity. We believe that a diverse workforce allows us to deliver on our mission to ensure our nurses, doctors, researchers and supporting staff can provide the very best care and develop life-saving treatments for cancer patients.

We believe everyone has the right to live their life without fear and prejudice and contribute to society in a way which is authentic to them.

It is this core belief that underscores our commitment to providing equal opportunities for all staff and volunteers at the Charity. Our aim is to foster a supportive culture which values the contribution of each member of the team regardless of their age, sex, gender reassignment, sexual orientation, marriage or civil partnership, pregnancy and maternity, disability, nationality, race, religion or belief.

Ultimately, our aim is to create a workforce which is representative of the people we exist to support, whilst contributing to the creation of a more equitable, diverse and inclusive charitable sector.

## Summary of Benefits

### Work Environment

- Bright modern office in Chelsea, a short walk from South Kensington station.
- Our Sutton office is based in the heart of the hospital, alongside staff and patients. A shuttle service to and from Sutton station is provided in the morning and at the end of the day.
- On-site subsidised canteens.

### Pay and Pension

- Competitive salaries benchmarked against the market with annual increases.
- Auto- enrolment in our Aviva pension scheme from day one.
- Up to 6% employer contributions subject to matched contribution from you (increasing with length of service).

### Work-Life Balance

- Enhanced occupational maternity and adoption leave and pay.
- Flexible working options to support those with caring responsibilities.

### Holidays and Time Off

- 27 days annual leave per annum plus UK bank holidays (pro rata for part time staff)
- Entitlement rising to 29 days (pro rata for part time staff) after five years' service.
- Opportunity to carry over 5 days (pro rata for part time staff) into following annual leave year.

### Health and Wellbeing

- Self-referral to a confidential counselling service for work related or personal reasons.
- Access to an employee assistance programme designed to save you money and improve your physical, financial, and mental health and wellbeing.
- Free sight test every two years and contribution towards any glasses required for work purposes.
- Generous paid sick leave based on service.
- For members of our pension scheme, we offer life insurance of twice your annual salary subject to the rules of the scheme.

### Flexible Working

- Hybrid working for most roles which allows you to work from the office 40% of your time and from home for 60% of your time each month.
- Flexible working hours for most roles which allows flexibility outside of our core hours of 10am to 4pm.
- Provision of laptop to work from home.