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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:	Sports Events Assistant
Contract:	Permanent. Open to flexible working arrangements including part time hours and condensed hours.
Location:	Hybrid – Office 3 days a week (21-27 Lamb's Conduit Street, London, WC1N 3NL)
Reporting to:	Senior Sports Events Coordinator
Direct reports:	None
Salary range:	£22,000 - £23,000 (based on experience)

Role

To support the Sports Events team with administrative duties, ensuring our fundraisers receive the best supporter experience possible, keeping accurate records and project managing small fundraising events.

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.

The Sports Events Team

The Sports Events Team at Children with Cancer UK raises in the region of £4million pounds annually. The team support fundraisers taking on runs, treks, cycles, swims and obstacle course events around the world. Our biggest event is the TCS London Marathon which raises around £3 million a year.

The Sports Events Team is part of the wider fundraising team which has a number of established fundraising events, individual giving campaigns, community fundraising, corporate and Major Donors.

Key responsibilities

Sports Events

1. To project manage a range of small sporting events and partnerships with support from your line manager.
2. To support the Sports Team to deliver the portfolio of sporting events including the TCS London Marathon.
3. Alongside your line manager, 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 assist with the organisation of the event days experience and attend as required.
7. To maintain a high standard of relationship fundraising.
8. Alongside your line manager report and measuring against set KPIs and objectives creating action plans to mitigate risk.
9. To keep sports events expenditure records up to date.
10. To keep up to date with the charity sector
11. To assist with the development of the sports events portfolio.
12. To work collaboratively across departments.

Administration

1. To be the first point of contact for all incoming sports events enquiries. Responding in a prompt manner.
2. To ensure all mailings are dispatched on time.
3. To create the monthly sports events e-newsletter.
4. Work alongside the communications team to keep the website up to date.
5. Identify fundraising stories that can be shared externally.
6. Keep up to date records of sports events fundraising on our database (Salesforce).
7. To maintain Sports Team's current systems and processes.
8. To assist in the monitoring of stock and materials. Ensuring adequate stock levels are available.
9. To complete the monthly offline Gift Aid process for the Sports Team.

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.

Personal Specification

	Essential	Desirable
Experience	<ul style="list-style-type: none">• Experience in a customer facing role.• Experience working on multiple projects	<ul style="list-style-type: none">• Experience within the charity sector.• Experience of public speaking• Experience using a database
Skills & Abilities	<ul style="list-style-type: none">• Excellent organisational skills• Ability to prioritise and multi-task• Excellent customer service skills	<ul style="list-style-type: none">• Proficient use in the Microsoft suite (Excel, Word, Powerpoint, Sharepoint, Outlook etc)
Other requirements	<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 as part of a team	<ul style="list-style-type: none">• Creative and innovative

Please note: If you don't match it 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.

How to apply

To apply for this role please submit your CV and cover letter to yvonne.west@childrenwithcancer.org.uk