



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 Coordinator
Contract:	Permanent.
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:	£24,000 - £28,000 (based on experience)

Role

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

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 mid value sporting events and partnerships
2. To support the Sports Team to deliver the portfolio of 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 event's 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. To keep up to date records of sports events fundraisers on our database, Salesforce.
18. To maintain the Sports Team's current systems and processes.
19. To build good working relationships with key stakeholders.
20. Ensure charity safeguarding practices and policies are followed at all times to ensure the safety of volunteers, team members and supporting families.

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 within a customer facing role• Experience working on multiple projects at the same time• Experience building relationships	<ul style="list-style-type: none">• Experience within the charity sector• Project management experience• 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)• Ability to report and measure on KPIs and objectives.
Other attributes	<ul style="list-style-type: none">• Strong team player• A self-starter who can plan their own diary and use initiative	<ul style="list-style-type: none">• Creative and innovative• Able to work collaboratively across the organisation

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.