



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 Manager
Contract:	Permanent.
Location:	Hybrid – Office 3 days a week (21-27 Lamb's Conduit Street, London, WC1N 3NL)
Reporting to:	Senior Sports and Community Manager
Direct reports:	2 x Senior Sports Events Coordinators
Salary range:	£38,000 - £41,000

Role

To manage the Sports Events team, delivering the portfolio of events, project managing the TCS London Marathon, providing excellent supporter experience to all Sports Events participants, meeting agreed KPIs and objectives by managing and setting budgets.

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 the TCS London Marathon
2. To oversee the Sports Team to deliver the portfolio of sporting events
3. To maintain, develop and diversify Sports Events and partnerships to maximise ROI
4. To ensure all events have project plans, marketing plans and evaluations.
5. To maintain a high standard of relationship fundraising.
6. To organise the event day experience and attend as required.
7. Manage relationships effectively with key stakeholders.
8. Ensure the Sports Events program has KPIs and objectives and these are reported on regularly.
9. To prepare and deliver presentations when necessary to a variety of audiences.
10. To work collaboratively across departments.
11. Keep up to date records of sports events fundraisers on our database (Salesforce).
12. To keep up to date with trends and activity across the sector
13. Ensure charity safeguarding practices and policies are followed at all times to ensure the safety of volunteers, team members and supporting families.

Team management

1. To effectively line manage the Sports Events team
2. To carry out regular one to ones and half yearly performance appraisals.
3. To ensure the Sports Events team have development plans and attend training as necessary.

4. Ensure the Sports Events team's wellbeing is prioritised.
5. To recruit and induct new starters into the charity when necessary.
6. To play an active role in the Children with Cancer UK management team.
7. To contribute to a positive working environment and culture.
8. To encourage the Sports Team to innovate and use data and insight where applicable.
9. To direct the community fundraising team to deliver the departmental strategy.

Budget

1. To manage the Sports Events yearly budget of c£4m income and c£1.7m expenditure
2. To create yearly budgets and reforecasts when necessary.
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 relationships with variety of stakeholders • Project management experience • Experience growing fundraising income • Experience working on multiple projects at the same time • Experience of marketing fundraising campaigns • Experience using a database 	<ul style="list-style-type: none"> • Experience of mass participation events • Line management experience • Experience setting and managing a budget
Skills & Abilities	<ul style="list-style-type: none"> • Strong networking and relationship building skills. • Excellent organisational skills • Ability to prioritise and multi-task 	<ul style="list-style-type: none"> • Understanding of the UK fundraising sector • 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.