



**Solving
Kids'
Cancer
UK**

JOB PACK
Community and Events
Fundraising Officer
(fixed term)



We are fighting for a future where no child dies of the childhood cancer neuroblastoma or suffers due to the treatment they receive



Welcome

Dear Applicant

I'm delighted that you're interested in working for Solving Kids' Cancer UK. Included in this pack is some background information about the charity along with details of the job role.

Solving Kids' Cancer UK is a very special charity with a dedicated and passionate team – we are proud of our parent-led ethos, which means that we have parents with lived experience of neuroblastoma working at every level of our charity, from volunteer to employees and within our Board of Trustees. This means that the work of our charity is always informed by those who have first-hand experience of neuroblastoma and ensures we remain focussed on addressing the challenges faced by the people who need our support most.

The charity actively supports and prioritises the wellbeing of our team and a range of support is available including flexible working arrangements and access to training and personal development opportunities.

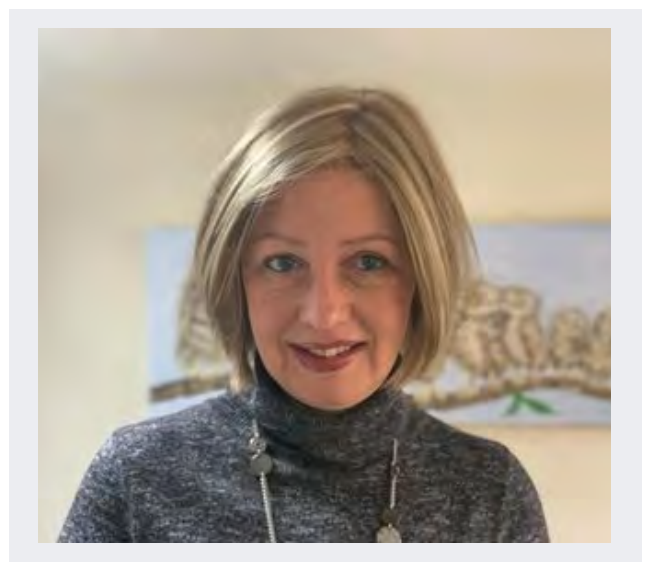
It is a truly exciting time to be joining us as we have recently refreshed our brand and launched a new five-year strategy, which this role has a pivotal role in helping deliver. Over the course of the strategy, Solving Kids' Cancer UK will remain neuroblastoma focussed, but with flexibilities to operate more broadly in support of children with cancer. We will work with existing and new partners, to launch our most ambitious research funding award to-date with a focus on accelerating more effective treatments. We aim to reach all families of children diagnosed with neuroblastoma in the UK, providing a broader range of practical, emotional and financial support at any point of their journey. And we will continue to advocate for children and their families affected by childhood cancer, developing our first public affairs strategy to more boldly champion the needs of all children diagnosed with neuroblastoma and other childhood cancers.

If you're excited about joining our team, and want to help us to achieve our vision where no child dies from the childhood cancer neuroblastoma or suffers due to the treatment they receive, please consider applying.

We look forward to hearing from you.

A handwritten signature in black ink, appearing to read "G. Jackson", with a long horizontal flourish extending to the right.

Gail Jackson | Chief Executive Officer





About Solving Kids' Cancer UK

Solving Kids' Cancer UK is a small but mighty charity with children firmly at its heart. We are fighting for a future where no child dies of the childhood cancer neuroblastoma or suffers due to the treatment they receive.

Neuroblastoma is a rare and complex childhood cancer, around 90% of neuroblastoma cases occur in children younger than five years of age. It is the most common cancer in infants. The work of Solving Kids' Cancer UK is parent informed and we develop our services in response to the needs of the community we work with.

Our organisation is passionate about speeding up pioneering clinical research that will save lives and improve outcomes for children. As a parent-led charity we are uniquely placed to use our influence and reputation alongside our accredited research funding framework to make a difference for children now and in the future.

Our Family Support Service provides emotional, practical and financial support, and impartial information on the latest treatments available and supports families to access their choice of treatment options for their child.

We are a voice for children and their families. In every conversation we amplify their voice and ensure children are at the heart of all we do. We will not stop until children with neuroblastoma, in the UK and beyond, have access to the treatment they need and we need the very best people to help deliver our vision.



Vision, mission and strategy

Vision

A future where no child dies of the childhood cancer neuroblastoma or suffers due to the treatment they receive.

Mission

Helping those affected by neuroblastoma, an often aggressive and deadly childhood cancer, by

- **Initiating and funding** best-in-class clinical research
- **Providing hope**, information, and support to families throughout their cancer journey
- **Raising awareness** of childhood cancer, advocating and campaigning for positive change.

Strategy

Our strategic plan 2022 - 2027 has been informed by our stakeholders and developed in line with our vision; ensuring we have a blueprint for our growth, sustainability and stability into the future. Our strategy is driven by three key pillars: **Research, Support and Awareness**.

STRATEGIC PLAN 2022-2027



We are fighting for a future where no child dies of the childhood cancer neuroblastoma or suffers due to the treatment they receive.



Our strategy

To underpin the delivery of our five-year strategy, our work will be guided by an internal implementation plan centred around three key enablers and a clear focus on our vision and values.

Sustainable

We will ensure our charity remains financially robust to deliver against our strategic objectives, securing the funds required.

Good governance

We will continue to build a strong culture of compliance, transparency and continuous improvement at all levels of the organisation.

Impact

We will measure and showcase the impact of our work and demonstrate return on investment to our supporters.

Our work is driven by three key pillars

Research

Accelerate clinical trial development

We will focus on the development of new treatments by investing in clinical research and working with valued partners for maximum impact.

Prioritise the needs of children

We will engage with families to identify areas of unmet need, challenging experts to find solutions and work together to deliver maximum impact through the research we fund.

Foster collaboration

We will build and strengthen international partnerships to share expertise, best practice and resource, whilst building knowledge.

Support

Reach ALL families

Every family of a child diagnosed with neuroblastoma in the UK will have access to our support service from the point of diagnosis.

Broaden range of support

We will develop and expand our support offer in line with what families tell us they need.

Inform and support decision making

We will ensure families have access to the most current and scientifically robust data from around the world and support their decision to access the best treatment possible.

Awareness

Research advocacy

We will amplify the voice of the children and parents, seeking to advance science and understanding of the disease alongside patient-centric research.

Patient advocacy

We will champion the needs of individual children and their families, providing parent-led support around decision-making to improve treatment outcomes.

Awareness and campaigning

We will raise the profile and support the treatment needs of children with neuroblastoma and other childhood cancers with the general public, government and public bodies.

Our values

Caring
Transparent
Collaborative
Inclusive
Determined
Hopeful



**Solving
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Values



Transparent

We are open and honest about all that we do and how we do it.



Caring

We care passionately about children with neuroblastoma and their families and all those who care for them, including our staff, volunteers and supporters.



Collaborative

Relationships are at the heart of our work – from the children and families we work with to the individuals, organisations and networks that are involved in their care.



Inclusive

Inclusive: Our services are developed to ensure they meet need and we aim to make them accessible to all.



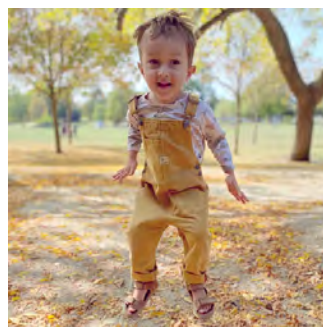
Determined

We lead with tenacity and are unfaltering in our drive to help, support and fight for children with cancer.



Hopeful

We have a strong sense of optimism and hope is at the heart of all that we do.





**Solving
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Our team

Board of Trustees

Nick Bird

David Coulon

Matt White

Aine McCarthy

Alex Lane

Joey Tabone

CE

Chief Executive Officer

Gail Jackson

Executive Assistant

Georgina Clark

Finance

Director of Strategic Finance

Gemma Wadsley

Senior Finance Manager

Sue McGregor-Ogden

Finance Officer

Ed Fordham

Finance Assistant

Val Wood-Brignall

Operations

Head of Operations

Claire Hislop

Database Manager

Nicholas Leverton

Family Support

Head of Family Support Services

Vicky Inglis

Family Support Coordinator

Hayley Blackwell

Family Support Coordinator

Samantha Wilkinson

Research

Head of Research

Leona Knox

Research Manager

Leah Ambler

Research Engagement and Advocacy Manager

Emily Hall

Fundraising and Engagement

Head of Fundraising & Engagement

Danielle Russell

Fundraising Campaigns & Comms Manager

Laura Nott

Digital Campaigns and Marketing Officer

Tom Howorth

Relationship Manager

Anna Austin

Community & Events Fundraising Manager

Sophie
Anderson
(maternity leave
until Oct 2024)

Community & Events Fundraising Officer (fixed term vacancy)

Key role information

Job title	Community and Events Fundraising Officer (fixed term)
Location	Remote based located in and around London with regular visits to London office and some UK travel as required by the role
Hours	Full-time, 35 hours / week (part-time hours/flexible working will be considered)
Salary	£27,000 - £30,000 (FTE per annum), dependant on experience
Contract type	Fixed term, 12 months (Jan 2024 to Dec 2024)
Probation period	6 months
DBS check	Basic
Department	Fundraising and Engagement
Responsible to	Head of Fundraising and Engagement
Responsible for	NA

What we offer

- 32 days holiday inclusive of bank holidays
- 5% employer pension scheme contribution
- Access to 24/7 confidential helplines for counselling and legal and tax advice
- Wellbeing check-ins with manager and optional Wellbeing Action Plan
- Participation in staff surveys for the opportunity to anonymously feedback experiences and suggestions for improvements
- Regular opportunities to meet in-person as departments and the full team
- Training opportunities – we care about our staff and volunteers and encourage opportunities for professional development
- A child-centred charity with a passionate and dedicated team



Community and Events Fundraising Officer (fixed term)

Job purpose summary

To assist in delivering the community and events fundraising programme, including special events, community fundraising, challenge events, individual giving, and fundraising appeals. All to raise funds for Solving Kids' Cancer UK's vital work, while ensuring excellent supporter and donor care and fostering strong, lasting relationships for the charity.

Key responsibilities

Community fundraising

- Coordinate community fundraising activities to help achieve income generation targets.
- Develop and nurture relationships that empower community members and volunteers to organise their own fundraising initiatives to raise money for the charity.
- Offer advice, support, and motivation to community fundraisers and volunteers, helping them to achieve and surpass their fundraising targets and have a positive experience.
- Ensure community fundraisers and volunteers remain engaged throughout their activities, are thanked accordingly, and a lasting relationship is built.

Special events

- Assist with the delivery of high-quality and impactful fundraising events e.g. Christmas Carol Concert that engage supporters, donors, and the wider community and achieve event income targets and KPIs.
- Help create compelling event collateral, including invitations, programmes, signage, and leaflets.
- Assist with the charity's Hero Awards, which recognise and honour those who have been there for families affected by neuroblastoma or played an active role in the charity's vision.
- Work as part of the Fundraising and Engagement team to provide support for 'in aid of' charity fundraising events, i.e., corporate partner galas.

Challenge events

- Help deliver a portfolio of challenge events, such as runs, walks and other fun and adventurous activities to achieve income targets and raise the charity's profile.
- Offer advice, guidance, and motivation to challenge event participants, helping them to achieve and surpass individual fundraising targets and ensure an enjoyable and rewarding experience.
- Help manage the charity's presence at third-party challenge events or the charity's own challenge events/activities.
- Assist in implementing engagement strategies for challenge event participants to thank and express gratitude, foster lasting loyalty, and motivate continued involvement.
- Assist in ensuring all challenge event activities are fully integrated across the charity to maximise the income-generating potential and sustainability of the programme.

Individual Giving and fundraising appeals

- Assist the Head of Fundraising and Engagement with the delivery of Individual Giving and multi-channelled fundraising appeals/campaigns (direct mail, email, digital platforms etc).
- Assist with the charity's new legacy programme.
- Assist the Digital Campaigns and Marketing Officer to implement and embed donor journeys and strategies to thank donors, aid retention and maintain the loyalty of regular donors.

General

- Manage the effective and timely distribution of all fundraising materials.
- Produce accurate reports and demonstrate performance against agreed targets.
- Maintain up-to-date records, analyse data to gain insight and inform decision-making.
- Remain up-to-date with current best practices, innovations, and trends in fundraising.
- Champion change and new ways of working and actively seek out good ideas to develop the Community and Events Fundraising programme.
- Abide by charity law, Fundraising Code of Practice, Data Protection legislation and other relevant regulations.
- Be a supportive and participatory member of the team.
- Act as an ambassador for the charity and the Fundraising & Engagement team.
- Complete any other reasonable duties and responsibilities as requested, commensurate with this role.

The role will sometimes require work outside of office hours. Time off in lieu is provided.



Role specification

Experience/Knowledge/Skills/Attributes	Essential	Desired	Method of Assessment
An interest in and commitment to raising funds for charity	√		Application Form/ Interview
Understanding of the principles of fundraising and/or marketing	√		Application Form/ Interview
Demonstratable experience working in fundraising OR marketing		√	Application Form/ Interview
A proven record of being results-driven and working to and achieving agreed targets and outcomes	√		Application Form/ Interview
Experience of developing and delivering fundraising OR marketing plans		√	Application Form/ Interview
Excellent verbal and written communication skills	√		Application Form/ Interview
Experience managing, planning and delivering events		√	Application Form/ Interview
Good planning and organisational skills	√		Application Form/ Interview
Ability to motivate and influence others	√		Application Form/ Interview
Excellent “customer service” skills	√		Application Form/Interview
Good interpersonal skills with the ability to network and build relationships	√		Application Form/Interview
Self-motivation and resilience with the ability to work on own initiative or as part of a team	√		Application Form/Interview
Experience of using databases/CRM		√	Application Form/Interview
Experience managing/overseeing a budget		√	Application Form/Interview
IT literate with knowledge of Microsoft packages	√		Application form
Knowledge of the Fundraising Code of Practice and Data Protection legislation (GDPR, PECR etc) and an understanding of its impact in a fundraising context		√	Application Form/Interview
Knowledge and/or lived experience of childhood cancer		√	Application form



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How to apply

If you would like to apply for the Community and Events Fundraising Officer role (fixed term), please complete and submit an **Application Form** highlighting your suitability for the position in the Supporting Statement. You can access our HR Privacy Notice **here**.

Please send your **Application Form** to **claire@solvingkidscancer.org.uk**

We also invite you to complete and return an anonymous **Diversity Monitoring Form**, which is an online form accessible **here**. The information contained in the questionnaire will be treated as confidential and will be used to monitor and drive our work towards our diversity and inclusion commitments.

If you would like an informal conversation with Danielle Russell, Head of Fundraising and Engagement, before applying, you can contact Danielle via **danielle.russell@solvingkidscancer.org.uk**

If there are any adjustments that would help you to engage with the recruitment process, please let us know.



Recruitment timetable

We aim to keep to the timetable outlined below.

Applications open: 22 November 2023

Applications close: 10 December 2023, 11:59 pm

Shortlisting: 11 December 2023

Interview: 15 December 2023 in London

Shortlisted candidates will be invited to an interview held at our London Office. The panel will comprise Danielle Russell - Head of Fundraising and Engagement and Laura Nott - Fundraising and Campaigns and Communications Manager.

Candidates successful at the first interview, may be invited to attend a second interview.





**Solving
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We are an equal opportunity employer

We welcome and invite applications from all suitably qualified candidates, regardless of age, disability, gender or gender reassignment, marriage/civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation. We invite applicants to let us know how we can help them better engage with the recruitment process.

We are a safeguarding charity

Our work and practice are underpinned by safeguarding principles with the aim of protecting children and young people and enhancing their welfare. Solving Kids' Cancer UK always works in accordance with legislation, statutory guidance and best safeguarding practices. A basic criminal record check is required for all staff, trustees and volunteers.

We are a parent-led charity

Solving Kids' Cancer UK is a parent-led charity and actively encourages applications from the parent community with lived experience of neuroblastoma and/or other childhood cancers.



solvingkidscancer.org.uk



[Solving Kids' Cancer UK](#)



[SolvingKidsCancer365](#)



[skc365](#)



[SKC_UK](#)

Solving Kids' Cancer UK is a registered charity in England and Wales (1135601), and in Scotland (SCO45094). It is a company limited by guarantee in England and Wales (7208648).