

Friends^{of} the cancer centre



Fundraising & Engagement Officer – North West Cancer Centre Information Pack

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Introduction

Dear candidate,

Thank you for your interest in applying for the role of Fundraising & Engagement Officer with Friends of the Cancer Centre.

This role offers the opportunity for the right candidate to join Friends of the Cancer Centre's fundraising team and to help continue the charity's reputation as one of the leading cancer charities in Northern Ireland.

Core to this role is generating the necessary income to enable Friends of the Cancer Centre to fund a diverse range of projects. Whether that is funding vital nursing hours, supporting the infrastructure for local research or providing direct financial support, everything we do aims to enhance the care and support provided to local cancer patients and their families.

Focussing on engagement, the role will also involve working alongside staff funded by the charity in the North West Cancer Centre, and other staff throughout local cancer services. A high level of administrative skills will be required to assist in the monitoring and evaluation of current projects, as well as managing new projects to enhance the care and support for local people with cancer and their families.

In order to achieve this, we are keen to recruit and develop someone who has solid fundraising experience, and is passionate, positive and enthusiastic about supporting people whose lives are impacted by a cancer diagnosis.

Thank you very much for your interest in this role and we look forward to receiving your application.

Ana Wilkinson

Chief Executive

Who we are & What we do

Friends of the Cancer Centre has been dedicated to making a real and meaningful difference to local cancer patients and their families, across Northern Ireland, for over 39 years.



The charity is here to enhance the quality of patient care and support through our life-changing and life-saving work. We do this by funding additional nurses, supporting local research and providing practical support, such as our financial grants, which help families through a difficult time.

Friends of the Cancer Centre relies on the generosity of the local community and all money donated stays in Northern Ireland, directly benefitting patients and their families. In the last year alone, the charity has put over £1.13 million back into local cancer services.

You can read more about the wide range of projects we support by visiting www.friendsofthecancercentre.com.

Job Description

Job Title	Fundraising & Engagement Officer
Location	North West Cancer Centre, Altnagelvin Area Hospital (Hybrid working)
Reports to	Communications & Project Manager
Duration of contract	Full time permanent
Hours per Week	35 hours (Part-time working of minimum 28 hours will also be considered)
Salary	HSCNI Band 5 (£28,407 to £34,581) 8% employer pension contribution
Leave entitlement	26 days plus 11 public/stat holidays

THE ROLE

The Fundraising & Engagement Officer will work as part of a small team, to inspire and motivate supporters to help Friends of the Cancer Centre achieve its goals.

This is a new role for the charity and will require dedication of an enthusiastic fundraising professional who is seeking a new challenge and keen to use their initiative in their role. Based in the North West Cancer Centre in Altnagelvin, the main aims of this role include: engaging with staff working in cancer services and people with cancer and their families in the local community, to help generate income and support projects, to enhance the quality of care for people with cancer across Northern Ireland.

JOB SUMMARY AND PURPOSE

- To develop engaging fundraising activities to generate income that will contribute to the charity's annual fundraising target.
- To engage with a wide range of stakeholders, building relationships and supporting local community groups, schools, companies, individuals and organisations with fundraising events and activities on behalf of Friends of the Cancer Centre.
- To provide excellent donor care to supporters for all fundraising activities ensuring long lasting relationships
- Overseeing the administration of Friends of the Cancer Centre funded posts and projects in the North West Cancer Centre and assist in communicating the impact of the charity's projects across a number of platforms including media, website, social media channels, events and supporter publications.
- Responsible for ensuring the appropriate level of governance is applied to all projects and that these are completed within defined timescales, cost and quality criteria.

KEY RESPONSIBILITIES

Staff Engagement and project administration

1. Responsible for timely administration of all new project applications relating to the North West Cancer Centre. This will include liaising with Friends of the Cancer Centre Finance Department and Belfast based project engagement team.
2. Engage with funded staff to help identify patient testimonials to highlight the work of the charity.
3. Engage with hospital staff not funded by the charity to highlight the role of Friends of the Cancer Centre within cancer services.
4. Manage and create content for the hospital's plasma screens and identify internal marketing opportunities which will help increase awareness of the charity's work.
5. Assist the Communications and Project Manager to identify project content for use in press, social media channels and the charity's website to highlight the impact of our work.

Fundraising

1. Deliver agreed income targets across all fundraising activities which include: community groups, corporate partners, individual donors, collection cans and public collections, charity events and supporting local families in their fundraising activities.
2. To support colleagues in sharing information and materials linked to other fundraising activities, such as Gifts in Wills, payroll giving, Friends of the Cancer Centre's headline events.
3. To create, recruit and develop independent fundraising groups.
4. To undertake all administrative and financial tasks to support all fundraising activities.
5. To provide a high level of donor care and engagement, maintaining and developing relationships, through regular contact with the charity's local supporters.
6. Responsible for the development of public collections in the West of the Province.
7. Regular inputting of data onto E-Tapestry database, following required procedures in relation to GDPR.
8. Support other fundraising activities in accordance with fundraising plans.

Finance

1. Responsible for lodging monies received into the charity's bank account.

General

1. Attend courses as appropriate to assist in Professional Development.
2. Comply with all policies and procedures.
3. Comply with any other reasonable duties requested for the benefit of the Friends of the Cancer Centre

The above list is not exclusive or exhaustive and the post holder will be required to travel and attend evening and weekend events as may reasonably be expected within the scope of the post. The nature of the job will change as the needs of the Friends of the Cancer Centre develop. This will require a considerable degree of commitment, flexibility and adaptability of the successful candidate to meet quality standards required.

Person Specification

Qualifications	Educated to degree level with a minimum of 3 years fundraising experience OR a minimum of 5 years fundraising experience and a minimum of 5 GCSE's (grades A-C) or equivalent, including Maths and English.
Essential Experience	Minimum of 3 years' experience in community, corporate or events fundraising within a voluntary organisation
	Well-developed communication skills with experience of managing communications to a wide range of audiences and the ability to build relationships at all levels and across all stakeholder types
	Excellent administrative skills, including proficient use of industry standard ICT software
	Proven track record of delivering successful fundraising events and campaigns and meeting income targets, within agreed budgets
	A team player who enjoys working as part of a small team
Desirable Experience / Knowledge	Experience of CRM database management
	Knowledge of Northern Ireland's donor landscape
Special requirements	A full driving licence and access to a car or other form of transport suitable to meet the post's requirements
	A willingness to undertake regular travel and to work out of office hours as required. Regular visits will be required to the charity's Head Office in the Northern Ireland Cancer Centre in Belfast for meetings and during the initial induction period.
	A commitment to improving the lives of people in Northern Ireland who are living with a cancer diagnosis

Criteria may be enhanced to aid shortlisting

How to apply

Please complete the **application form** and **supplementary questions form** ensuring you have included your mobile telephone number.

The deadline is **12pm noon on Tuesday 8th October 2024**. Applications should be sent by email to: nualabannon@friendsofthecancercentre.com

Equality Monitoring and Criminal Convictions Disclosure

You will also be asked to submit an **equal opportunities monitoring form** as a separate document. This should be emailed to anawilkinson@friendsofthecancercentre.com. This will not be disclosed to anyone involved in shortlisting your application.

Disability

In accordance with the Disability Discrimination Act a person is disabled if they have, or have had, “a physical or mental impairment which has, or has had, a substantial and long-term adverse effect on your ability to carry out normal day to day activities”.

If you consider yourself to have a disability relevant to the position for which you are applying, please email Dawn Lyness at nualabannon@friendsofthecancercentre.com so that we can process your application fairly, make any specific arrangements for your interview, and make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of the post if appointed.

Equal Opportunities

Friends of the Cancer Centre is an Equal Opportunities Employer and all applications for employment are considered strictly on the basis of merit.

Timeline

Application Form, Supplementary Questions and Monitoring forms to be submitted by noon on Tuesday 8th October 2024

Interview date

Monday 21st October 2024

Interviews will take place in County Londonderry

**Friends of the Cancer Centre
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