

Children with Cancer UK

Chief Executive Candidate Pack – December 2021



Registered Charity Number: 298405
Inaugurated by Diana, Princess of Wales
Company limited by guarantee, Number: 4960054

Welcome from the Chair

Thank you for your interest in joining Children with Cancer UK as our next Chief Executive.

It goes without saying that 2020 and 2021 have been unprecedented years for not just Children with Cancer UK but the not for profit sector as a whole. When I set up the charity, having lost two of my children, within nine months of each other in 1987 to cancer, I would never have imagined the charity or the families we support would have had to deal with the COVID-19 pandemic. As one of the leading UK funders of childhood and young adult cancer research and welfare we have been very much aware of the impact to the families we support.

After 34 years of leading the charity I feel now is the right time to retire and hand the reins to a new Chair on 12th January 2022. With the new Chair will come a new direction and strategy to lead the charity out of the COVID-19 pandemic. This will be a challenging, but equally exciting time for the charity. The Board will begin work on a new short term and long term strategy that will set the direction of the charity for the coming years. We are looking for a Chief Executive who will join us on this next stage of our journey as we seek to grow our influence to ensure that the families are supported.

We are looking for an inspirational and empathetic senior leader who understands the challenges of leading an organisation through change and brings the skills and ability to inspire our committed staff and volunteers. You will be adept at establishing and fostering strong relationships, act as the confident figurehead for the charity and will be a powerful ambassador with Government, the media, and the public. With an entrepreneurial approach you will understand how to develop and sustain income and will establish credibility quickly with our key funders and Patrons. The charity are looking for someone strategic and creative to conceive and establish collaborations with other organisations, that will advance the interests of our beneficiaries.

If you feel that you have the right blend of skills, experience and drive to create lasting change for Children with Cancer UK, we look forward to hearing from you.



Edward O'Gorman OBE
Chair

About Us

Established in 1987, by our Chairman Eddie O’Gorman, following his youngest son Paul O’Gorman passing away from Acute Lymphoid Leukaemia, ALL, Children with Cancer UK has gone on to become a leading force in paediatric oncology.

In the last 34 years we have raised a staggering £290m in the fight against childhood cancer. Over the years, working with the scientific community, we have made significant breakthroughs in the treatment of ALL, and have contributed to raising survival rates from 63% to 84%. Alongside this we have also invested in patient family accommodation and grants to families, in addition to supporting family days out and welfare programmes throughout the UK, helping children and their families to maintain as normal a life as possible during their treatment.

We are moving into a new phase of growth and are investing in our teams to expand our reach, grow our awareness and deliver greater income to ensure we can continue our fight against childhood cancer. Our leading pillar of work continues to be research into the cause, treatment and cure of this cruel disease, and we will not stop until every child survives.

Our vision is of a world where no child dies of cancer.

Since we were inaugurated in 1988, we have been dedicated to fighting the injustice of cancer in children. We raise and invest money for vital specialist research to save the life of every child with cancer.

By funding visionary researchers and accelerating breakthroughs we have helped to drive childhood cancer survival rates up from 63.7% in 1990 to a predicted 84%* in 2017.

We also support families whose lives have been turned upside down by:

- helping to fund the building of free patient and family homes near hospitals around the UK;
- supporting charities offering financial assistance to families during treatment;
- giving children and families unforgettable days out – creating memories that can never be lost.

* Survival rates are based on 5 year survival. The 84% figure for 2017 is an estimated figure by the Office of National Statistics, exact figures will be known in 2023.

Children with Cancer UK (the Charity) is the leading national children’s charity dedicated to the fight against childhood cancer. Our aims are to determine the causes, find cures, improve treatments and provide care for children with cancer.

Brand Awareness

Our brand is focused on the moment when children and young people with cancer are able to ring the end of treatment bell. Through the visionary research we fund we hope for a world where every child is able to survive cancer and return to life with their families. In the coming years we are looking to raise our brand awareness significantly across the UK and gain more support for the charity.

Further information

Useful Links:

Our Story

<https://www.childrenwithcancer.org.uk/about-us/who-we-are/our-story/>

Our Mission

<https://www.childrenwithcancer.org.uk/about-us/what-we-do/>

Our Impact and Success

<https://www.childrenwithcancer.org.uk/about-us/who-we-are/our-impact-and-success/>

Trustees Annual Report 2020

<https://www.childrenwithcancer.org.uk/wp-content/uploads/2021/11/Children-with-Cancer-UK-Trustees-Annual-Review-2020.pdf>

Impact Report 2019

<https://www.childrenwithcancer.org.uk/wp-content/uploads/2020/11/2019-Impact-Report.pdf>

What we do: Children with Cancer UK

<https://youtu.be/bObFR9gRZ68>

JOB PROFILE

JOB TITLE: Chief Executive
CONTRACT: Permanent, Full time
LOCATION: 51 Great Ormond Street, London, WC1N 3JQ
REPORTING TO: Chair and Board of Trustees
DIRECT REPORTS: Senior Leadership Team

Role overview

Responsible to: the board of trustees as a whole, but usually line managed by the chair of trustees on behalf of the board.

Key responsibilities

1. To provide leadership to the charity and to be responsible for the management and administration of the charity within the strategic, policy and accountability frameworks laid down by the board of trustees
2. Together with the chair, to enable the board of trustees to fulfil its duties and responsibilities for the proper governance of the charity and to ensure that the board receives timely advice and appropriate information on all relevant matters

Duties and tasks to fulfil the key responsibilities

1. To provide leadership to the charity and to be responsible for the management and administration of the charity within the strategic and accountability frameworks laid down by the board of trustees.

1.1. Leadership

- To lead, inspire and motivate staff and volunteers
- To assist the board in agreeing the values, ethos, vision and mission of the charity
- To lead the review and development of a medium- to long-term strategy for the charity within its objects, vision, and mission, and to obtain the approval of the board
- To develop the work of the charity in order to achieve the agreed strategic plan and its objects, vision and mission and thus to ensure that the charity is focused on achieving the strategic priorities
- To ensure that the charity's values, ethos and policies are relevant, fair and consistently implemented
- To develop an organisation that is constantly seeking ways to learn and to improve its performance
- To develop and maintain an environment that attracts and retains the best staff and volunteers
- To constantly review and lead on any organisational change.

1.2. Management

- To be accountable to the board for the proper and effective management of the charity
- To run the charity efficiently and effectively by ensuring that the charity has an appropriate management structure and management systems in order to fulfil its strategic objectives and to carry out its work
- To ensure that all management policies and decisions support the agreed vision, mission, values, philosophy and strategic priorities of the charity
- To ensure that business, operational and annual plans to underpin the strategic plan are developed, agreed and implemented
- To identify appropriate methods for monitoring the performance of the charity and to report back to the trustees on the performance of the charity against its strategy, its business, operational and annual plans, and against the annual budget as approved by the board
- To ensure that the recruitment, management, training and development of staff reflect good employment practice and are directed towards achieving the charity's objectives
- To ensure that the charity is aware of best practice and that it constantly works to achieve this within the constraints laid down by the trustees and resources available

1.3. Finance, Fundraising/income generation and risk

- To be responsible overall for the financial health of the charity including developing, overseeing and monitoring an effective programme of income generation
- To ensure that the major risks to which the charity is exposed are reviewed regularly by the board and the executive team, systems have been established to mitigate these risks, and a risk analysis is automatically carried out when taking on new work or proposing new work to the board
- To ensure that there are effective mechanisms to ensure the robustness of external and internal controls (financial and non-financial)
- Review financial and non-financial reports to devise solutions or improvements
- Make high-quality investing decisions to advance the business and increase profits

1.4. External and internal relations

- To foster good communications throughout the charity and externally
- To develop, as appropriate, the charity's public profile and foster good relationships with government, statutory, voluntary and private bodies, and other external stakeholders
- To set up mechanisms for listening to the views of current and future beneficiaries on the performance of the charity, as well as on areas for future development
- To scan the external environment for changes that may affect the charity, to advise the trustees proactively and to take necessary action

1.5. Legal and regulatory compliance

- To ensure that the charity fulfils all its legal, statutory and regulatory responsibilities
 - Oversee the development and practical application of all organisational policies and procedures e.g. with regard to health and safety, equality and diversity, and safeguarding.
 - Ensure that the charity complies with best practice in all areas of operation including Health and Social Care, Health and Safety.
 - Oversee the safeguarding of the vulnerable adults with whom the charity works through rigorous DBS procedures and staff/presenter training.
 - Ensure that collection and protection of personal information complies with current Data Protection regulations.
 - Ensure that all of the charity's activities are conducted safely and that Health and Safety policies are understood and followed by everyone.
 - Ensure that all major risks are identified and regularly reviewed, and that systems and procedures are in place to mitigate all such risks; be responsible for the development and implementation of the charity's Risk Register.
2. Together with the chair, to enable the board of trustees to fulfil its duties and responsibilities for the proper governance of the charity and to ensure that the board receives timely advice and appropriate information on all relevant matters.

2.1. Strategy and planning

- In partnership with the chair, to ensure that the trustees set the values, ethos, vision, mission, strategic objectives and strategic priorities for the charity
- Partnering with HR in strategic planning and working together to make objectives successful
- Identify and assess strategic risks, issues and opportunities and take responsibility for initiating and leading associated changes.
- Seek out and implement opportunities for innovation and ensure that Children with Cancer UK remains at the forefront of positive change in the Charity sector
- Work with Children with Cancer UK to develop best-practice for the management, development and engagement of staff and volunteers

2.2. Ensuring high-quality governance

- Draw the board's attention to matters that it should consider and decide
- To ensure that the board receives all necessary advice, guidance and information on matters relating to current performance, the short- and long-term future of the charity, regulatory and legal compliance, and other appropriate issues; and making sure that such advice, guidance and information are timely, honest, balanced and relevant
- To ensure that the staff understand and support the governance role of the board and that there is a positive and constructive working relationship between the board and the executive

- To ensure with the chair that the board of trustees reviews regularly the charity's governing instruments and governance structure, and to assist with the board's assessment of its own performance
- In partnership with the chair, to ensure that the board's delegated authority is recorded in writing and understood fully by staff and volunteers, and that all agreed reporting procedures are followed
- To work closely with the board to ensure that the board has on it the skills it requires to govern the charity well, and that the board has access to relevant external professional advice and expertise
- To assist the chair in ensuring that there is a systematic, open and fair procedure for the recruitment or co-option of trustees, future chairs of the board and future chief executives
- To work with the chair to ensure that all members of the board receive appropriate induction, advice, information and training (both individual and collective), thus getting the best thinking and involvement of each member of the board

2.3. Board meetings

- To ensure that the board is given the information it needs to perform its duties
- In partnership with the chair, to develop an annual programme of board and committee meetings and board away-days
- In partnership with the chair, to ensure that the right and appropriate items reach board agendas and that high-quality papers support each item on the agenda
- To assist the chair in ensuring that the board focuses on its governance role by making sure that the board agenda and papers do not draw the board away from governance and into unnecessary detail and management issues
- To report regularly to the board of trustees on the performance of the charity, progress towards the strategic priorities and the achievement of board policies
- To submit high-level policy proposals for the approval of the board or assist the board in the development of these policies, and to be responsible for the efficient and effective achievement of these policies
- To implement board decisions

2.4. Relationships with the chair of trustees

- To have regular one-to-one meetings with the chair at which the chair and chief executive can talk openly, discuss progress and problems, agree expectations of each other, plan the board's annual programme together and prepare together for meetings
- In close consultation with the chair, to agree respective roles in representing the charity and acting as spokesperson at public functions, public meetings and to the press/media

3. General

- Carry out any other duties as may be reasonably requested.
- Be conversant with all aspects of the operation and willing to cover and provide support should the need arise.
- maintain the required level of confidentiality.
- To ensure that all staff, guests, partners and volunteers are respected and valued.
- To uphold the commitment of the organisation to equality and diversity.

Person Specification

Qualifications

Desirable

- Educated to degree level or equivalent professional qualification and evidence of CPD.

Experience Essential

- Significant proven record of achievement in a senior position within a charity/not for profit organisation.
- Experience of effective partnership working and development and external relationship management.
- Experience of managing, motivating and developing staff.
- Experience of business planning, business development and fundraising.
- Experience of project management and service delivery across multiple functions.
- Financial management skills including budgeting and delivery of cost and income targets.
- Robust approach to governance, controls and definition/implementation of new processes.

Experience of financial and risk management.

- Experience of working with volunteers.
- Experience of managing organisational change.

Skills and knowledge

- Inspirational leadership, management and motivational skills.
- Highly organised and personally effective.
- Exceptional verbal and written communication skills.
- Excellent interpersonal skills.
- Ability to persuade and influence, both face to face and in writing.
- Strong financial skills, including the ability to analyse budgets and accounts and manage an annual budget of over £10m.
- Outstanding business development skills.
- A commitment to equal opportunities and inclusivity.

- Rigorous analytical skills
- Positive, pro-active and dynamic.
- Inclusive and flexible, with a consultative approach to leadership.
- Confident and assertive.
- Ability to pursue the mission and objectives of Children with Cancer UK with demonstrable passion, drive and commitment.
- Committed to best practice and with a drive for continual improvement.

The appointee will also be expected to be fully IT literate.

Other information

The post requires a certain amount of evening and weekend work and the post holder is expected to attend events as and when required – events could be in London or over several days throughout the UK or abroad.

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 express an interest in this role and to be considered for it, please submit the following via email to vacancies@childrenwithcancer.org.uk.

- A detailed and up-to-date CV
- A supporting statement that addresses the essential skills and competences and outlines your motivation for applying (no longer than three pages of A4)
- Two referees that you are happy for us to contact at the shortlisting stage
- Details of your availability on the dates provided in the indicative timetable

The closing date for applications is Friday 14th January 2022.

If you have any queries in relation to the application process, please do not hesitate to call us on 020 7404 0808.

If you have any queries about any aspect of the appointment process, need additional information or wish to have an informal and confidential discussion, then contact us on 020 7404 0808 and we will be pleased to take your call.

Indicative Timetable

Closing date	Friday 14 th January 2022
Preliminary interviews with incoming Chair and one other Trustee	W/c 24 th January 2022
Second interviews with the Recruitment Panel	W/c 31 st January 2022
Final Interviews with other Trustees	W/c 7 th February 2022

Every day more than 12 children and young people are diagnosed with cancer in the UK.

8 out of 10 young childhood cancer patients can be successfully treated thanks to vital, specialist research we helped fund.

We need to develop safer, kinder and more effective cancer therapies for children, with fewer toxic side effects. We strive to ensure that we are doing everything we can to improve the lives of children with cancer.



We fund Research



We fund Welfare



We raise Awareness

Children with Cancer UK
Registered Office
51 Great Ormond Street
London
WC1N 3JQ