

Children with Cancer UK

Candidate Pack – July 2022



About Us

Established in 1987, by our founder 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:	Retreat Manager
SALARY:	£39,000 - £42,000
CONTRACT:	Permanent, Full time
LOCATION:	Pickering, North Yorkshire
REPORTING TO:	Chief Executive Officer and Board of Trustees
DIRECT REPORTS:	Caretaker

Role overview

To manage the Wellness Retreat onsite at Raines Farm in North Yorkshire. To create and maintain a sanctuary for families who have experienced or are experiencing childhood cancer. To provide support, workshops and respite for these families. To be responsible for informing the Board and Employees at the charity of all activities at the Wellness Retreat.

Note

This role is a full time role based onsite. This role also requires that they are on call and contactable outside of normal working hours (including evenings and weekends) in an emergency. Sufficient plans should be in place to ensure this cover is in place at all times.

Key responsibilities

1. Refurbishment of farmhouse and cottages
2. Development and building of Wellness centre
3. Ongoing Maintenance of all grounds
4. Service delivery of Wellness and Support program
5. Fundraising & Relationship building
6. Management of small farm

Duties and tasks to fulfil the key responsibilities

1. Property Refurbishment

- a. Oversee refurbishment of farmhouse and cottages
- b. Manage contractors and budgetary responsibilities
- c. Project manage the development of grounds & orchard to create peaceful gardens & facilities for families to enjoy & relax in.

2. Wellness centre

- a. Oversee the project of developing & building the wellness centre.
- b. Manage all elements (planning, implementation and ongoing maintenance) of the project including budgetary responsibilities

3. Ongoing Maintenance

- a. Maintenance of grounds, gardens & agricultural paddocks to a high standard
- b. Regular checks & assessment of all buildings to ensure sure all structures & equipment are in a safe condition to guarantee the safety of the premises for clients & employees.
- c. Ownership of Health & Safety for the site including regular risk assessments and record keeping.

- d. Management of electrical regulations including organising of annual PAT testing, Fire equipment maintenance etc.
- e. Organise the sewerage treatment plant operation, emptying & servicing.
- f. Food Hygiene certificate management.

4. Service delivery

- a. Manage all current and future bookings for accommodation
- b. Oversee all cleaning including
 - i. waste disposal & recycling from the domestic property & cottages.
 - ii. cleaning & laundry duties.
- c. ensure all properties are maintained to a high standard
- d. Manage all current and future bookings for service delivery including the wellness centre
- e. Develop and implement treatment & entertainment programmes for families who will be staying at the retreat.
- f. Organising workshops & researching & engaging therapists to work at the retreat. This includes guest speakers and celebrity appearances
- g. work with bereaved Parents and families who have been impacted by childhood cancer

5. Fundraising & Relationship building

- a. Work to seek ongoing funding for the service delivery including local councils, outreach and other organisations/charities
- b. Building relationships with local business and individuals to maximise all opportunities
- c. Organising any fundraising activities
- d. Build networks with any organisations (ideally those that have connections with cancer) for the benefit of the retreat.

6. Farm

- a. To oversee the health and care of the animals on the property.
- b. To have oversight of the mechanical equipment required for the care of the paddocks & livestock.
- c. To line manage the caretaker whose overall responsibility is the daily health and care of the animals on the property

7. Other

- a. To ensure the charity's staff and all stakeholders are regularly updated and involved in any relevant matters.
- b. To be responsible that the agreed budget is strictly adhered to and all key dates and KPI's are met.

Person Specification

Experience

Experience Essential

- Experience of working in Hospitality
- Managing a booking system
- Experience of using a customer Database
- Property maintenance experience
- Experience of managing a team / Skilled in the recruitment, training and management of Housekeeping staff.
- Experience in analysing financial data, reviewing trends and preparing reports to Senior Management.

Desirable

- Knowledge of Childhood Cancer
- Experience of Bereavement training in a previous role
- Experience of managing a construction project
- Management and care of farm animals
- Experience of working in the not for profit sector

Skills and knowledge

Essential

- To be confident with beneficiaries who have been affected by childhood cancer including sick children, bereaved families
- Professional, confident and friendly manner to work with a wide range of people and suppliers
- Being sensitive to peoples situations
- Intermediary numeracy skills for budgetary purposes
- Excellent written English including spelling and grammar
- Ability to manage a varied workload without supervision.
- Qualification within health and safety working practices – NEBOSH, IOSH preferably.

Desirable

- Using software to produce reports including Salesforce.
- Fundraising and networking
- First aid qualified

Personal qualities

Essential

- Able to work collaboratively as part of a team and contribute to a positive working environment and culture
- Attention to detail

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

Other information

This role is a full time role based onsite. This role also requires that they are on call and contactable outside of normal working hours (including evenings and weekends) in an emergency. Sufficient plans should be in place to ensure this cover is in place at all times.

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 12th August 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.

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