



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:	Senior Sports and Community Manager
Contract:	12 months FTC (Maternity Cover)
Location:	Hybrid – Minimum of 3 days a week working in the office (21-27 Lamb's Conduit Street, London, WC1N 3NL) and 2 days working from home
Reporting to:	Head of Public Fundraising
Direct reports:	1x Sports Events Manager; 1x Community Manager
Salary range:	£43,000 - £48,000 (based on experience)

Role

To oversee the Sports and Community events team, developing and diversifying each department, maintaining a high standard of relationship fundraising, managing and setting team's yearly budgets with the Head of Public Fundraising.

Children with Cancer UK

Our vision is a world where every child and young person survives their cancer diagnosis.

We are the leading childhood cancer charity in the UK, supporting families and childhood cancer research since 1988. Over the last 35 years, we've developed kinder treatments, improved public and scientific understanding of childhood cancer and raised over £300 million. 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.

Key responsibilities

Sports and Community Fundraising

1. Oversee the team to deliver the Sports and Community fundraising strategy.
2. Oversee the delivery of the Sports events portfolio.
3. Maintain, develop and diversify to maximise ROI.
4. Oversee the relationship management of high value fundraisers.
5. Research into audience insights and analysis and implement change where required.
6. Collaborate with other fundraising revenue streams to enhance supporter experience.
7. Maintain a high standard of relationship fundraising across the departments.
8. Manage relationships effectively with key stakeholders.
9. Monitor KPIs and objectives and ensure these are reported on regularly, identifying problems and agreeing remedial steps.
10. Prepare and deliver presentations when necessary to a variety of audiences.
11. Work collaboratively across departments.
12. Develop new or update guidelines or procedures where needed.
13. Keep up to date records of sports events on our database (Salesforce).
14. Interrogate the database looking for efficiencies or patterns that could improve the supporters experience and/or support fundraising.
15. Monitor current fundraising environment and trends to identify new fundraising opportunities.
16. Support the Sports Manager in delivering our London Marathon fundraising activity.

Team management

1. Direct the Sports and Community team to deliver the departmental strategy.
2. Effectively line manage and carry out regular one to ones, quarterly and annual performance appraisals.
3. Oversee the management of the wider Sports and Community fundraising team.
4. Ensure the teams have development plans and attend training as necessary.
5. Recruit and induct new starters into the charity when necessary.
6. Contribute to a positive working environment and culture.
7. Encourage teams to innovate and use data and insight where applicable.
8. Work alongside the Head of Public Fundraising to set the departmental strategy.

Budget

1. Responsible for the departmental yearly income of over £5m.
2. To set and manage departmental expenditure budgets in line with income targets.
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">• Managing a Fundraising Team.• Setting and managing large multi-million-pound budgets.• Setting and managing budgets.• Proven experience in increasing fundraising income.• Working on mass participation events.	<ul style="list-style-type: none">• Experience of public speaking• Experience using database (Salesforce)
Skills & Abilities	<ul style="list-style-type: none">• Excellent project management skills• Strong networking and relationship building skills• Ability to prioritise and multi-task• Understanding of the Sports events sector	<ul style="list-style-type: none">• Proficient use in the Microsoft suite (Excel, Word, Powerpoint, Sharepoint, Outlook etc)
Other attributes	<ul style="list-style-type: none">• Strong team player• Self-starter who can work independently and uses judgement to make day to day decisions• Able to work collaboratively as part of a team and contribute to a positive working environment and culture	<ul style="list-style-type: none">• Creative and innovative

Please note: If you don't match all of 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.

How to apply

To apply please email your CV and cover letter to hr@childrenwithcancer.org.uk and state the title of the role you are applying for in the subject line.

Deadline: 5th September