



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:	New Business Executive
Contract:	Permanent/Full-time
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:	New Business Manager
Direct reports:	NA
Salary range:	£28,000 - £30,000 (based on experience)

Role

In this exciting role, you'll lead the charge in identifying and securing new corporate partnerships across a diverse range of industries. You'll focus on spotting opportunities, building strong relationships, and opening doors to collaborations that deliver real impact for our cause.

You'll be part of a team that turns strategy into action – researching prospects, crafting tailored proposals, and negotiating with key stakeholders to bring partnerships to life. You'll also support high-profile events and initiatives that strengthen our corporate network and showcase the value of working with us.

If you're a confident communicator with strong writing skills, highly organised, and thrive on managing multiple priorities, this is your chance to make a real difference while growing your career in the charity sector.

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

1. Supporting the New Business Manager to identify and secure new corporate supporters and build relationships to create a pipeline of prospects aligned with the charity's funding needs.
2. Work effectively with departments across the organisation to identify opportunities for income generation.
3. Creation of impactful content to ensure proposals and applications to align with organisation strategic objectives to recruit and retain partnerships.
4. Respond to email and phone queries relating to corporate partnerships, corporate fundraising or requests to complete application forms in a timely and professional manner.

Additional Responsibilities

1. Any other reasonable duties as directed by your line manager.
2. Supporting other corporate partnerships colleagues where necessary.
3. Collective responsibility to ensure all relevant processes and opportunities for improvement are shared.
4. Help supporter-facing teams during busy periods.
5. Volunteer at events when required (e.g. London Marathon, Fundraising Gala). 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	• Experience with liaising and engaging key organisational stakeholders. • Strong administrative mind with the ability to organise and ensure administrative requirements of the department are met. • Experience with relationship management and partnership development. • Experience with dealing with senior-level contacts both internally and externally. • Salesforce or similar CRM experience.	• Charity sector experience. • Experience securing new business acquisition. • Creative and innovative approach to developing new partnerships. • Experience in content creation
Skills & Abilities	• Fast learner who can use their own initiative and work independently. • Ability to confidently manage multiple projects concurrently. • Strong organisation, prioritisation and evaluation skills. • Ability to work quickly, accurately and efficiently. • Ability to develop and maintain effective and collaborative internal and external relationships. • Excellent written English, including spelling and grammar.	• Pro-actively seek out opportunities to enhance ways of working. • Negotiating and influencing skills. • Networking and relationship building skills.
Other attributes	• Understanding of the corporate sector and Corporate Social Responsibility. • Numerate: particularly for results reporting. • Good I.T. skills (Excel, Word and Outlook). • Team player with positive, pro-active attitude. • Goal and results orientated.	

	• Compassion towards children with cancer and their families.	
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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 can 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.

Closing Date: 15th December 2026