



Recruitment Information Pack

**Outdoor Events
Officer**



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Introduction

Dear Applicant

Thank you for your interest in the role of

Outdoor Events Officer

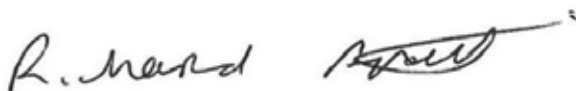
at Cancer Focus Northern Ireland. This Information Pack includes information about Cancer Focus NI, sets out the process for recruitment and outlines the qualifications, skills and experience we are seeking.

Cancer Focus NI is a local voluntary organisation that aims to eliminate cancer, where possible, and reduce its impact on our society. We were Northern Ireland's first cancer charity and in 2019 we celebrated our 50th Anniversary. Since our founding we have had four main pillars of endeavour: **cancer prevention, services to people affected by cancer, funding local cancer research and campaigning and advocacy work.** While we have stayed true to our founding principles, how we have delivered on our mission has grown and developed over the years.

We invite you to read through this Information Pack and understand more about the role and the person we are looking for. If you wish to apply for this role, please ensure you submit an up-to-date, accurate copy of your CV before the application deadline.

The change and impact we make is defined about how we work and what we value. If you feel you have the relevant skills, qualifications, experience and shared values base for this role, we would very much welcome your application.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Richard Spratt', with a stylized flourish at the end.

Richard Spratt
Chief Executive

Cancer Focus NI

Our Story to Date

Cancer Focus NI was established in 1969 initially to fund cancer research in Northern Ireland. The founding members very quickly realised that while local cancer research was needed, there was a similar pressing need to inform the public about the causes of cancer and how they could reduce their risk.

There were also people living with the disease for whom there were few options for support and advice. It was likewise recognised that to deliver real change we need effective public health policies and provision.

The four pillars of endeavour were thus formed and still shape our work today. The charity was originally called the Ulster Cancer Foundation. We changed our name in 2012.

Our Vision

A future where cancer is a manageable disease.

Our Mission

Cancer Focus NI is a local charity that aims to eliminate cancer, where possible, and reduce its impact on our society.

Its four main pillars of work are care services, research, prevention, public campaigns and advocacy.



Cancer Focus NI

What We Do

Care Services

Our Aim

To provide a range of care services and information to meet the needs of all those affected by cancer

Cancer Research

Our Aim

To promote and support internationally competitive, high quality local research into the causes, treatment and prevention of cancer

Cancer Prevention

Our Aim

To reduce the risk of our citizens developing cancer and promote its early diagnosis

Campaigning and Advocacy

Our Aim

To raise public and professional awareness of cancer issues and influence policy makers to improve cancer services and public health policy.

Cancer Focus NI provides services to people directly affected by cancer and health promotion services to the general public.

Services include counselling for patients and family members, family support to children and young people whose parent or other significant adult has cancer, a Freephone nurse led helpline, creative therapies, a patient driving service and bra-fitting for women who have undergone mastectomy.

Prevention services include smoking cessation, Keeping Well, a mobile project offering one to one health checks, information and signposting in communities and workplaces and the schools project with health promotion interventions linked to the national curriculum from nursery school to post-primary.

Our Values

Caring, welcoming

We welcome everyone affected by cancer and anyone at risk of cancer demonstrating an inclusive, caring and empathetic approach to our beneficiaries. We strive to place the user of our services at the heart of all that we do.

Recovery

We offer hope, empowerment, self-responsibility and a meaningful role in life for people affected by cancer. We support, empower and enable individuals and communities to deal with the impact of a cancer diagnosis and to make informed decisions to reduce their cancer risk.

Ethical

We are honest, transparent, professional and accountable in all our activities

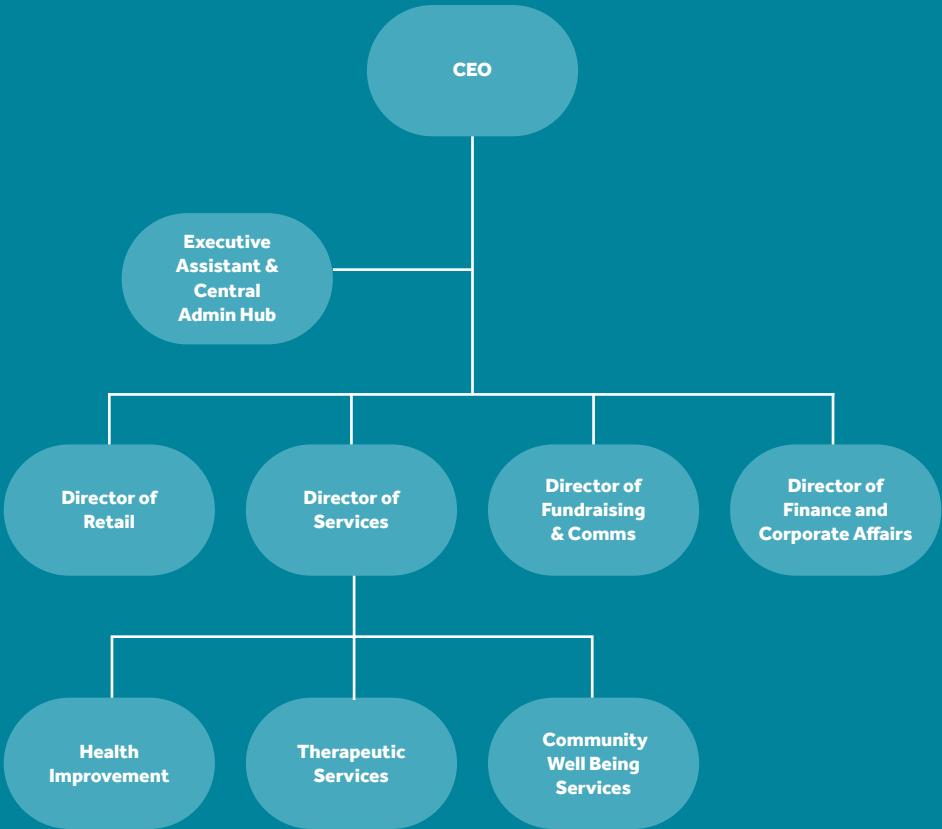
Focused on Excellence

We strive towards continuous improvement, showing leadership, positivity, creativity and innovation.

Committed to Partnership

We are committed to working with other agencies, locally, nationally and internationally to eliminate cancer, valuing teamwork both internally and externally.

Organisational Structure



Job Description

Outdoor Events Officer

Responsible to: Outdoor Events Manager

Hours: 35 hours per week

Location: 40 - 44 Eglantine Avenue, Belfast / Remote

Remuneration: Level 6, pts 26-31 £23,866 - £28,221

Summary of main responsibilities

The Outdoor Events Officer will be responsible for assisting the Outdoor Events Manager in the development and organisation of high performing outdoor events. Naturally engaging the commitment of others, you will recruit, retain and motivate sports and challenge participants to contribute to the income of the charity and raise the local profile of Cancer Focus NI.

Key Responsibilities

- To assist with renewing and developing the Cancer Focus NI outdoor events programme to ensure it is attractive to participants and donors.
- To assist with the recruitment for all outdoor events.
- To work towards agreed financial and performance targets for each event and the outdoor events function.
- Assist with marketing and PR work for all outdoor events and act as a spokesperson for Cancer Focus NI.
- To support the fundraising activities of the participants by attending their events, cheque presentations etc.
- Assist with and carry out risk assessments for events.
- To actively participate in outdoor events to encourage and support those taking part in each event.
- To maintain and update the CRM system.
- To undertake any other reasonable and related duties as required.

The post will involve evening and weekend work and will therefore require flexible working.

Person Specification

Outdoor Events Officer

The Personnel Specification shows essential skills, abilities, knowledge and/or qualifications required to be able to carry out the duties of this post. Therefore, please address in completing the Application Form, each criterion listed in the specification, drawing upon all your experience, whether at work or on a voluntary basis.

Essential Criteria

- 2 years experience in an Event, PR, or Marketing role
- Experience of event timelines and working with set targets for income and expenditure
- 3rd level qualification or relevant degree
- Excellent interpersonal and communication skills with the ability to enthuse and inspire
- Excellent relationship management skills with the ability to build rapport
- Proven ability to plan, prioritise and manage a large workload
- Evidence of flair for creativity and innovation
- Ability to work as part of a wider team
- Computer literate - experience of Microsoft Office, E-mail and Internet
- Proven ability to multi-task and work on own initiative, accurately and under pressure
- Ability and willingness to participate in fundraising outdoor events (other arrangements will be made for disabled applicants)

Desirable Criteria

- Experience in organising outdoor/ sporting events
- Experience of sales
- Experience of obtaining event sponsors
- Experience with CRM systems e.g. Raiser's Edge
- Degree in Event Management or another related field

Applicants will hold a full, current driving license and have access to the use of a car or some other appropriate form of transport to carry out the duties of the post.

This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.

This post will require evening and weekend work.





Terms and Conditions of Employment

- Successful applicants must provide proof of their right to work in the UK. (This will be evidenced in the first instance by being in possession of a British or Irish passport or a valid UK Work Permit).
- The activities of this role meet the AccessNI definition of regulated activity relating to working with adults and children. Cancer Focus NI will obtain an AccessNI Enhanced Adult Barred List check, and/or Enhanced Children's Barred List check for the successful candidate.
- Up to 12 months probationary period.
- Evidence of relevant academic and professional qualifications must be provided.
- Evidence of appropriate vehicle documentation i.e. driving licence and insurance cover must be provided where the role necessitates travel on company business in own vehicle
- Potential employees may be asked to attend a pre-employment medical.

Additional Information

Benefits

- Flexible working policy (home-working, reduced hrs, hybrid-working)
- 25 days annual leave and 12 annual statutory days (pro-rata for those working less than 35 hrs per week)
- Two additional days of annual leave after five years service and a further three days after ten years' service
- Enhanced Maternity/Adoption Pay
- Enhanced Occupational Sick Pay Scheme
- Contributory Pension Scheme
- Employee Assistance Programme (EAP)
- Cycle to Work Scheme
- Mileage Allowance at the prevailing HMRC rate
- Time off in lieu (TOIL) for additional hours worked
- Life Assurance cover

Applicants will hold a full, current driving licence and have access to the use of a car or some other appropriate form of transport to carry out the duties of the post.

Disability

Cancer Focus NI is an Equal Opportunities Employer and all applications 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 contact us 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.

Additional Information

Equal Opportunities

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

Application Process

The closing date/time for submission of applications is

Wednesday 2nd November 2022 at 12pm

Please ensure your CV and any requested supporting documentation is submitted before this date/time to: hadmin@cancerfocusni.org or, mailed to:

**Human Resources, Cancer Focus NI,
40/44 Eglantine Avenue, Belfast, BT9 6DX**

We cannot accept Applications received after the closing date/time.

Guidance Notes on Applying for our role

- Please ensure your CV is up-to-date and accurate. Cancer Focus NI will not make assumptions from the title of your post(s) or the nature of any employing organisation(s) as to your skills and experience gained.
- If you do not provide sufficient detail, including the appropriate dates needed to meet any eligibility criteria, your application may be rejected.
- ONLY the details provided by you in your CV will be used for determining your eligibility for the post/shortlisting purposes.

Contact Details

If you have any queries regarding the recruitment process, please contact Yvonne Irvine (yvonneirvine@cancerfocusni.org) or Maeve Colgan (maevecolgan@cancerfocusni.org) or phone 028 9066 3281



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Charity No: NIC 101307

