



Recruitment Information Pack

**Corporate Fundraising
Officer**





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Introduction

Dear Applicant

Thank you for your interest in the role of

Corporate Fundraising 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 and cover letter 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 'R. Spratt', followed by a horizontal line.

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.

In 2023, we launched our new five year strategy to support local people on their cancer journey. Our goal in the next five to seven years is to open five Therapeutic Support Centres in towns and cities across Northern Ireland.



Mission

Supporting local people on their cancer journey; we will work to reduce the risk, impact, and outcomes of all cancers.

Vision

We want people to live their most fulfilled lives with access to world-leading, equitable cancer support, treatment, diagnosis, prevention, and research.

Values

Our guiding principles will shape the future direction of our charity.

Innovative

We will develop a range of quality cancer support services and health improvement initiatives that are evidence-based and pioneering.

Compassionate

We will continue to provide free services to help support local people on their cancer journey.

Bold

We will not be afraid to make difficult decisions and take courageous actions in the interests of local people.

Connected

We will connect and collaborate with local communities and sector partners including the Department of Health, Public Health Agency, Health Trusts, and other charities to create a fairer and healthier society.

Honest

We will be transparent in our work, show respect for those we meet, and highlight our impact at all times.

Our Strategic Objectives

To Be Your Local Cancer Voice

Be an effective advocate, operating in local communities and speaking up for all people with cancer in Northern Ireland.

To Prioritise Healthy Living

Increase public awareness of how to reduce the risk of cancer and promote healthier living.

To Champion Local Research

Fund world-class, innovative cancer research.

To Sustain Our Impact

Grow local support for our work and services.

Charity Behaviours

At the core of our charity's work, we will...

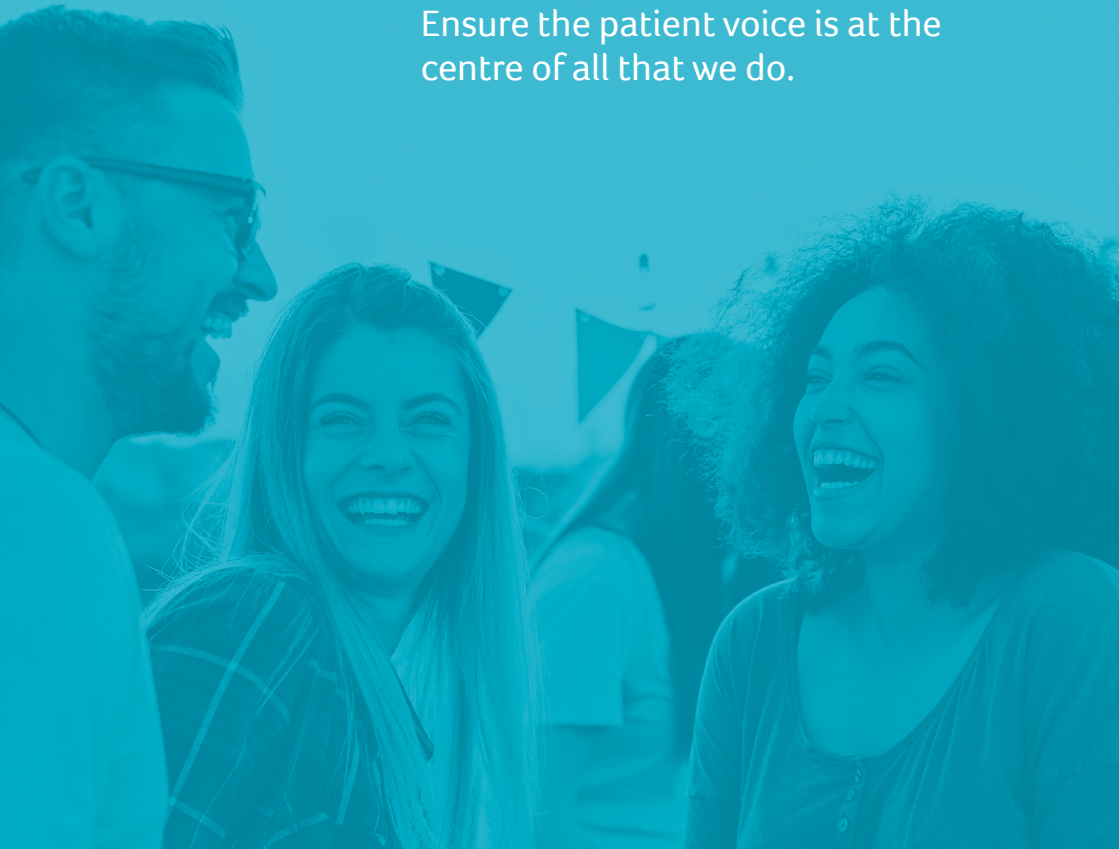
Be community focused and people centric.

Tackle health inequality in all aspects of our work.

Reach out to those on the margins in 'hard to reach' communities.

Work sustainably with environmental consciousness in all that we do.

Ensure the patient voice is at the centre of all that we do.



What is a Cancer Focus Northern Ireland Therapeutic Support Centre?

At its core, Cancer Focus Northern Ireland's future strategy is to create spaces and environments that radiate a sense of sanctuary and welcome.

We envisage places of community that those on a cancer journey feel drawn towards and are not intimidated by. Our Support Centres will be strategically placed across Northern Ireland. They will provide flexibility in how people engage, from being able to drop-in and have a coffee with a cancer specialist to availing of more tailored, structured individual or group therapeutic support. Most importantly, we want people to experience and have access to a place of social connection and to have the opportunity to participate in and be part of a community where they feel comfortable and understood.

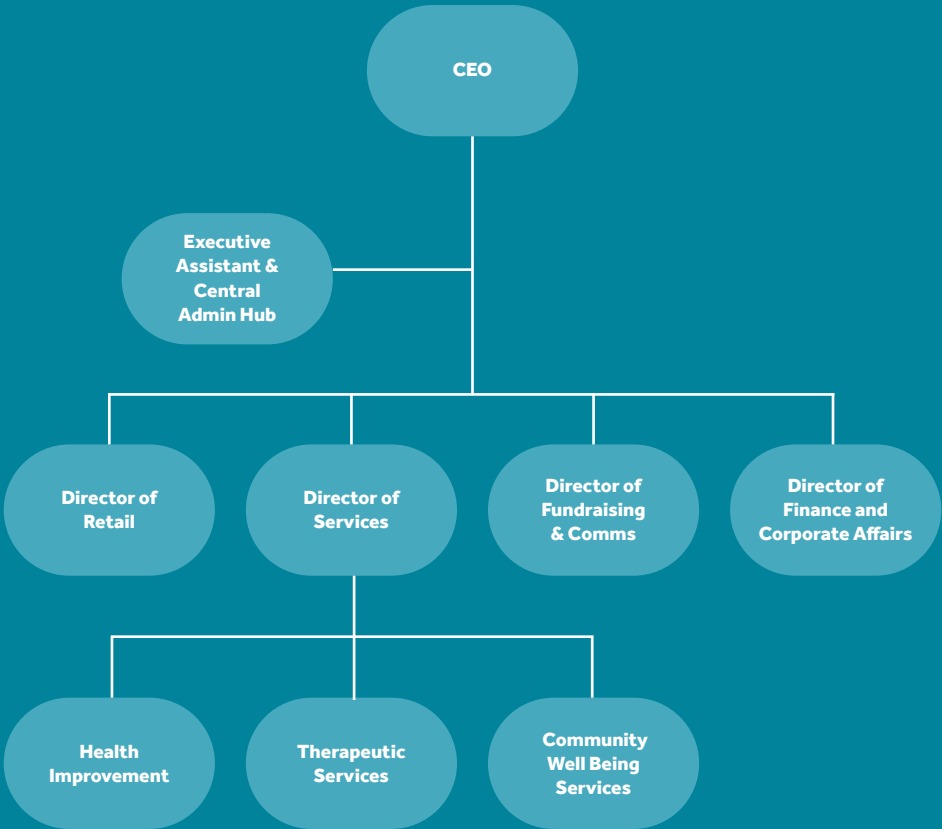
The look and feel of our Centres will be crucial to how patients and service users will interact with them. They will be thoughtfully and carefully designed to ensure that visitors experience a sense of being apart from the clinical environment of a hospital, or the hustle and bustle of everyday life.

It is important to us that they are close to, but separate from, the places of diagnosis and treatment.

The Centres will offer space and opportunity for relaxation, reflection and solace as well as providing emotional and practical support along with access to information and advice relevant to the needs of each person and their family.

Every visitor who will cross the doorstep of a Cancer Focus Northern Ireland Therapeutic Support Centre will have their own story, their own set of unique fears, hopes and aspirations. We will welcome everyone as they are and where they are, when they take the courageous step to come in. We will be rooted in communities and equipped to embrace and provide the support network required for every person who invites us to join them on their cancer journey.

Organisational Structure



Job Description

Corporate Fundraising Officer

Responsible to: Corporate Fundraising Manager

Hours: 35 hours per week

Location: 40 - 44 Eglantine Avenue, Belfast / Remote

Remuneration: Salary Band £27,344 - £29,439

Summary of Responsibilities:

The Corporate Fundraising Officer will be part of a team within Cancer Focus NI facilitating and supporting income generation within the local business sector. The post holder will assist in developing business relationships, maximum amount of funds within the area of corporate fundraising and to develop and seek out charity of the year partnerships within the business sector.

Key Responsibilities

- To raise income for Cancer Focus NI's services to ensure the organisation's sustainability.
- To work towards agreed financial and performance targets.
- Generating additional funds by taking on the management of a select number of Charity of the Year partnerships.
- To develop new corporate business partnerships including corporate research, approach potential new businesses, record this information and follow up as and when necessary.
- To support the Corporate Fundraising Manager with corporate events, including corporate golf days, strictly come dancing events, breakfast networking events, shops challenge and other corporate campaigns.
- Assisting in account management of on-going corporate partners, including making fundraising packs, presentations to staff, attending cheque presentations, delivering fundraising materials and related PR.
- To assist with marketing and PR work for all fundraising events and act as a spokesperson for Cancer Focus NI.
- To develop new fundraising activities and encouraging staff to partake in fundraising events.
- To work within the Fundraising and Marketing team to support the Charity's fundraising strategy.
- To undertake any other reasonable and related duties as required.

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

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.

Person Specification

Corporate Fundraising Officer

The Personnel Specification shows essential skills, abilities, knowledge and/or qualifications required to be able to carry out the duties of this post.

Essential Criteria

- 1 years' experience in an Event, PR, or Marketing role
- Experience of planning and organising an event 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, Internet and social media platforms.
- Proven ability to multi-task and work on own initiative, accurately and under pressure

Desirable Criteria

- Experience of corporate fundraising
- Experience with CRM systems e.g. Raiser's Edge
- Degree in Events, Marketing, Communications, PR, Business Management or related field

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.

Additional Information

Benefits

- Flexible working policy (home-working, reduced hours, hybrid-working)
- 25 days Annual Leave, plus 12 statutory days (pro rata for those working less than 35 hours 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

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 CV and cover letter is
24th July 2023, 5pm

Interviews to commence: 31st July, 1st and 2nd of August

If you would like to apply for this role, please submit an up-to-date copy of your CV and cover letter before this date/time to:
hradmin@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 and cover letter 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 Gwyneth Richards (hradmin@cancerfocusni.org) or phone 028 9066 3281.



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