



# 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

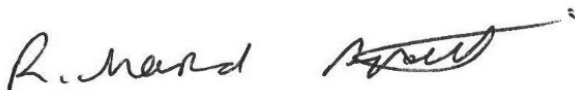
at Cancer Focus Northern Ireland. This Information Pack includes information about Cancer Focus NI, sets out the process for recruitment and outlines the qualifications, skills and experience we are seeking.

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 '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.

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...**

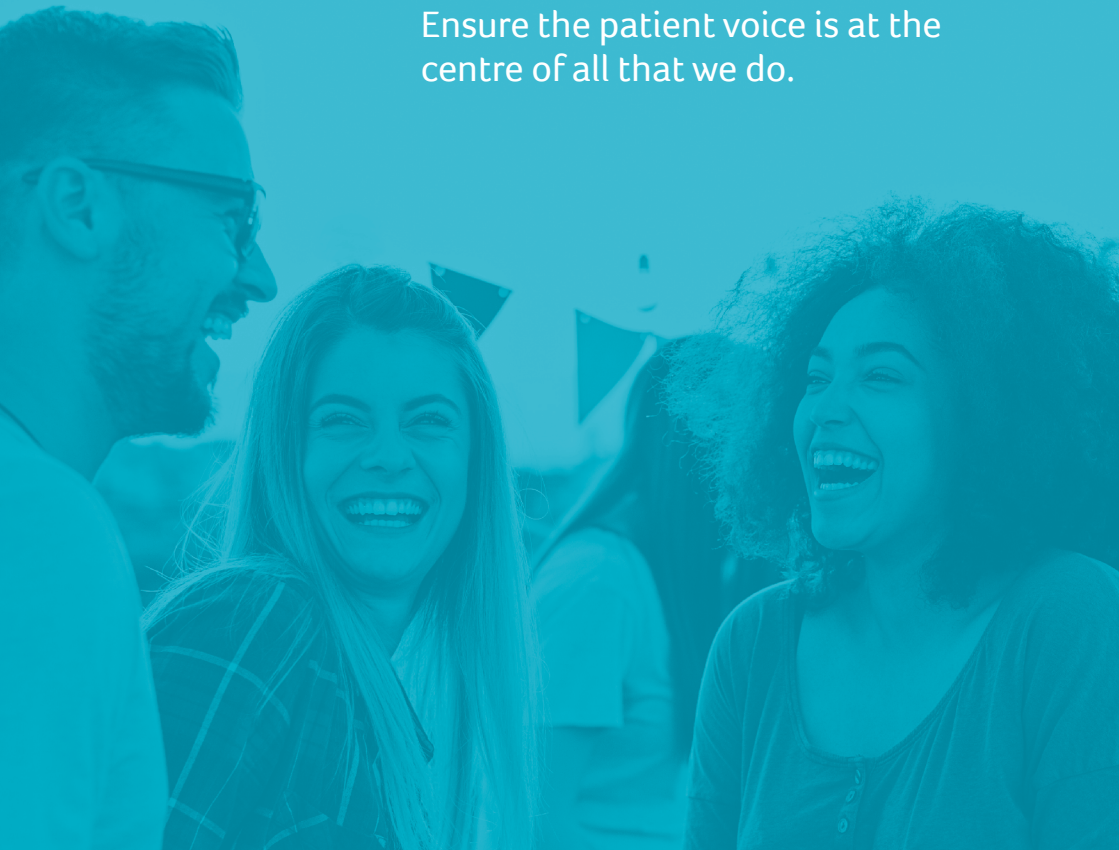
Be community focused and people centric.

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.

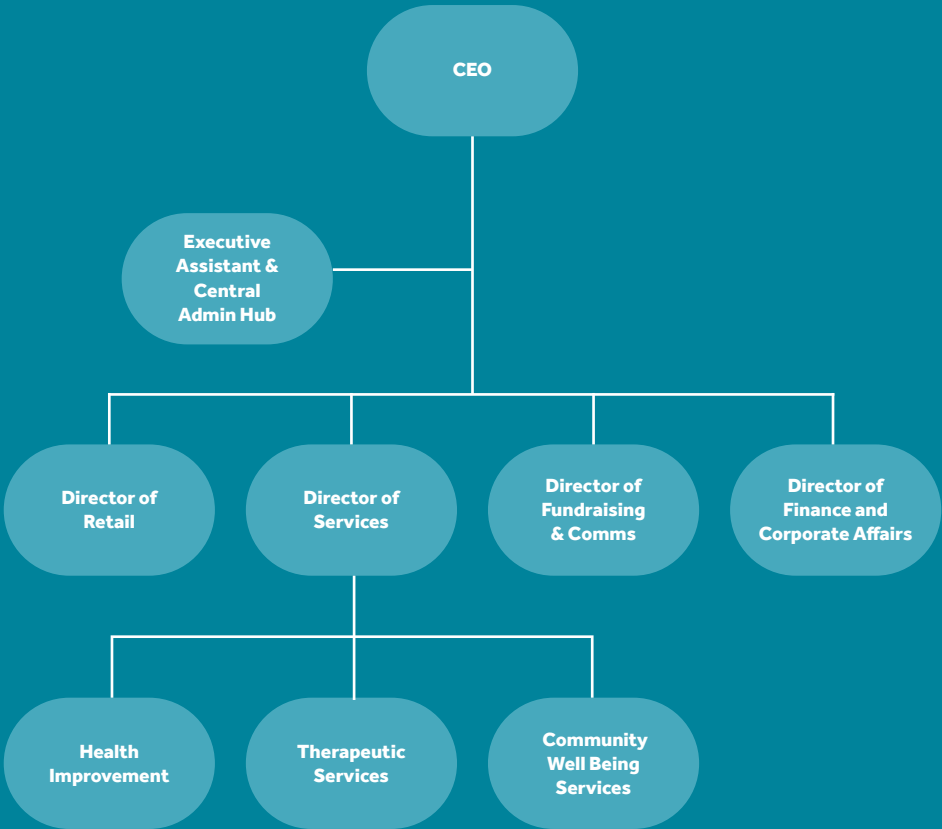
The look and feel of our Centres will be crucial to how patients and service users will interact with them. They will be thoughtfully and carefully designed to ensure that visitors experience a sense of being apart from the clinical environment of a hospital, or the hustle and bustle of everyday life.

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

## Overall Purpose of Post

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, maximising funds within the area of corporate fundraising and recruiting new 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.
- To generate 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, make the appropriate approach to 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 event (in partnership with Business in the Community) and other corporate campaigns.
- To assist in account management of on-going corporate partnerships, including making fundraising packs, presentations to staff, encouraging staff to partake in fundraising events, creating new fundraising ideas for staff, attending cheque presentations, delivering fundraising materials and related PR.
- To assist with marketing and PR work for all corporate fundraising events and act as a spokesperson for Cancer Focus NI.
- To work within the Fundraising, Marketing and Communications team to support the Charity's fundraising strategy.
- To undertake any other reasonable and related duties as and when 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. Therefore, please address in a covering letter, each criterion listed in the specification, drawing upon all your experience, whether in paid employment or on a voluntary basis.

### Essential Criteria

#### Experience

- Experience of planning and managing an event with set targets for income and expenditure

#### Qualifications

- Minimum of 5 GCESs and 3 A-Levels

#### Skills

- Excellent relationship management skills with the ability to build rapport
- Excellent interpersonal and communication skills with the ability to enthuse and inspire
- 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, websites and social media platforms.
- Proven ability to multi-task and work on own initiative, accurately and under pressure

The successful candidate must hold a full, current driving licence and have access to the use of a car to carry out the duties of the post.

## Desirable Criteria

### Experience

- 1 years' experience in an Event, PR or Marketing role
- Experience of corporate fundraising
- Experience with CRM systems e.g. Raiser's Edge

### Qualifications

- 3rd level qualification or relevant degree
- Degree in Events, Marketing, Communications, PR, Business Management or related field

## 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 as outlined in the Access NI Code of Practice. Cancer Focus NI will obtain an AccessNI Enhanced Adult Barred List check, and/or Enhanced Children's Barred List check for the successful candidate. Applicants who have a criminal record will be treated fairly and not discriminated automatically because of a conviction or other information revealed. Applicants with criminal records will be reviewed in line with Cancer Focus Northern Ireland's policy on the recruitment of Ex-offenders
- If there is any reason you cannot work in Regulated Activity, you must disclose this to us
- Cancer Focus Northern Ireland has a written policy on the Secure Handling, Use, Storage and Retention of Disclosure information
- Satisfactory reference checks
- 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

# 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
- Healthcare Plan

## 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  
**10am, 6th December 2023**

**Interviews to commence: w/c 11th December 2023**

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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Belfast BT9 6DX

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Charity No: NIC 101307

