

Friends^{of} the cancer centre



Fundraising Officer x 2 roles

1 x fixed term 12 month contract (Maternity cover)

1 x fixed term 15 month contract (Maternity cover)

Northern Ireland Cancer Centre, Belfast

Information Pack

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Introduction

Dear candidate,

Thank you for your interest in applying for the role of Fundraising Officer with Friends of the Cancer Centre.

This role offers the opportunity for the right candidate to join Friends of the Cancer Centre's fundraising team on a **fixed-term, maternity cover contract**, and to help continue the charity's reputation as one of the leading cancer charities in Northern Ireland.

Core to this role is generating the necessary income to enable Friends of the Cancer Centre to fund a diverse range of projects. Whether that is funding vital nursing hours, supporting the infrastructure for local research or providing direct financial support, everything we do aims to enhance the care and support provided to local cancer patients and their families.

In order to achieve this, we are keen to recruit and develop someone who has solid fundraising experience, or transferable skills, and is passionate, positive and enthusiastic about supporting people whose lives are impacted by a cancer diagnosis.

Thank you very much for your interest in this role and we look forward to receiving your application.

Ana Wilkinson

Chief Executive

Who we are & What we do

Friends of the Cancer Centre has been dedicated to making a real and meaningful difference to local cancer patients and their families, across Northern Ireland, for over 40 years.



The charity is here to enhance the quality of patient care and support through our life-changing and life-saving work. We do this by funding additional nurses, supporting local research and providing practical support, such as our financial grants, which help families through a difficult time.

Friends of the Cancer Centre relies on the generosity of the local community and all money donated stays in Northern Ireland, directly benefitting patients and their families. In the last year alone, the charity has put over £1.1 million back into local cancer services.

You can read more about the wide range of projects we support by visiting www.friendsofthecancercentre.com.

Job Description

Job Title	Fundraising Officer x 2 (fixed term maternity cover contracts)
Location	Northern Ireland Cancer Centre, Belfast (Hybrid working)
Reports to	Communications & Project Manager / Finance & Admin Manager
Duration of contract	1 x 12 fixed term month and 1 x 15 month fixed term contract
Hours per Week	35 hours (Part-time working 28 hours will also be considered) HSCNI Band 5 (£29,969 to £36,483) based on HSCNI 24/25 pay scales. 8% employer pension contribution
Salary and benefits	Benenden Healthcare Hybrid working – 3 days in the office / 2 days working from home (This may vary due to business need)
Leave entitlement	26 days plus 11 public/stat holidays

THE ROLE

The Fundraising Officer/s will work as part of a small team, to inspire and motivate supporters to help Friends of the Cancer Centre achieve its goals.

Based in the Northern Ireland Cancer Centre in Belfast, the main aims of this role include: engaging with staff working in cancer services and people with cancer and their families in the local community, to help generate income and support projects, to enhance the quality of care for people with cancer across Northern Ireland.

JOB SUMMARY AND PURPOSE

- To develop engaging fundraising activities to generate income that will contribute to the charity's annual fundraising target.
- To engage with a wide range of stakeholders, building relationships and supporting local community groups, schools, companies, individuals and organisations with fundraising events and activities on behalf of Friends of the Cancer Centre.
- To provide excellent donor care to supporters for all fundraising activities ensuring long lasting relationships.
- Identify project content for use in press, social media channels and the charity's website to highlight the impact of our work.

KEY RESPONSIBILITIES

Fundraising

1. Deliver agreed income targets across a range of fundraising activities, including: corporate partners, individual donors, membership organisations, collection cans and supporting local families in their fundraising activities.
2. To create, organise and implement the charity's fundraising events portfolio including our Take On The Tower abseils, Slieve Donard Challenge, Sky Dive and Dragon Boat Race.
3. To support donors taking part in third party events such as the Belfast City Marathon, Belfast Half Marathon and other local running events.
4. To create marketing materials and social media content to promote the charity's events and raise awareness of our work.
5. To provide a high level of donor care and engagement, maintaining and developing relationships, through regular contact with the charity's local supporters.
6. Regular inputting of data onto the charity's database (E-Tapestry), following required procedures in relation to GDPR.
7. Support other fundraising activities in accordance with fundraising plans.

Other duties

1. Attend courses as appropriate to assist in Professional Development.
2. Comply with all policies and procedures.
3. Comply with any other reasonable duties requested for the benefit of the Friends of the Cancer Centre

The above list is not exclusive or exhaustive and the post holder will be required to travel and attend evening and weekend events as may reasonably be expected within the scope of the post. The nature of the job will change as the needs of the Friends of the Cancer Centre develop. This will require a considerable degree of commitment, flexibility and adaptability of the successful candidate to meet quality standards required.

Person Specification

Qualifications	Educated to A-level or equivalent plus a minimum 5 GCSE's or equivalent (grades A-C including Maths and English).
Essential Experience	<p>Minimum of 2 years' experience in a fundraising, events, marketing, customer care or sales role</p> <p>Well-developed communication skills with experience of managing communications to a wide range of audiences and the ability to build relationships at all levels and across all stakeholder types</p> <p>Excellent administrative skills, including proficient use of industry standard ICT software</p> <p>A team player who enjoys working as part of a small team</p>
Desirable Experience / Knowledge	<p>Educated to degree level</p> <p>Experience of community, corporate or events fundraising within a voluntary organisation</p> <p>Proven track record of delivering successful fundraising events and campaigns and meeting income targets, within agreed budgets</p> <p>Experience in CRM database management</p>
Special requirements	<p>A full driving licence and access to a car or other form of transport suitable to meet the post's requirements</p> <p>A willingness to undertake regular travel and to work out of office hours as required.</p> <p>A commitment to improving the lives of people in Northern Ireland who are living with a cancer diagnosis</p>

Criteria may be enhanced to aid shortlisting

How to apply

Please complete the **application form** and **supplementary questions form** ensuring you have included your mobile telephone number and email address. Applications should be sent by email to: anawilkinson@friendsofthecancercentre.com

Equality Monitoring and Criminal Convictions Disclosure

You will also be asked to submit an **equal opportunities monitoring form** as a separate document. This should be emailed to dawnlynness@friendsofthecancercentre.com. This will not be disclosed to anyone involved in shortlisting your application.

Disability

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 email Ana Wilkinson at anawilkinson@friendsofthecancercentre.com 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.

Equal Opportunities

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

Timeline

Application Form, Supplementary Questions and Monitoring forms to be submitted by Sunday 27th April 2025

Earlier applications will be considered when they are received.

Interview date

To be confirmed. Interviews will take place as soon as possible.

Provisional start date: mid-June 2025

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www.friendsofthecancercentre.com

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