

Friends^{of} the cancer centre



Chief Executive Officer Information Pack

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Introduction

Dear Candidate

Thank you for your interest in the post of CEO with Friends of the Cancer Centre. This is an exciting time for the charity. We are in a strong position to build on the excellent progress we have made over the last few years.

The charity is principally a fundraising entity which is supported by a huge family of supporters. We use the funds we raise to raise standards in patient care and to provide extra facilities and comfort to people and families from across Northern Ireland facing a cancer diagnosis.

As one of the leading charities supporting research in Northern Ireland, we know how vital research is in the fight against cancer. The charity works in partnership with the NI Cancer Trials Network and the Patrick G Johnston Centre for Cancer Research at Queen's University Belfast.

You can find out more about who we are and what we do in this Information Pack, but we have lots more information on our website about how we work – at friendsofthecancercentre.com

We are keen to recruit and develop a leader who is passionate, positive and enthusiastic about supporting people affected by cancer. You will need a strategic head to plan the charity's further development, and an instinct for how to realise maximum impact with the monies we raise.

Our search and selection partners for this appointment are Engage, and they are poised to help you with any queries you might have in the first instance.

Thank you very much for your interest in joining the team and we look forward to receiving your application.

Brian Cave
Chair



Who we are

Friends of the Cancer Centre has a long and proud history of helping local cancer patients across Northern Ireland for over 37 years.

Based at the heart of the Cancer Centre at Belfast City Hospital, the charity funds life-saving and life-changing projects that make a real and lasting difference to the lives of thousands of local people affected by cancer and in the last year alone, Friends of the Cancer Centre has put over £1.1 million back into local cancer services.



The charity's work continues to make a real difference to local people. Each year our nurses provide over 2000 hours of additional care to patients and families; we provided 25,000 cups of free tea and coffee for patients as they wait on appointments; our financial grants support over 450 patients each year.

Currently the charity funds over 40 additional members of staff, the most the charity has ever funded. Our staff, some of them pictured here, include doctors, specialist nurses, research staff and many more.

Over the last three decades, the charity has grown from a small organisation run by dedicated volunteers, to a professional organisation investing over £1 million into local cancer services each year.



What we do

Our work focuses on three key areas – patient care, patient comfort and research – supporting the services provided by the Health Service.

In the last year the charity has invested over **£1.2** million into local cancer services through the life-saving and life-changing work we support.

How we work...



Step 1

When you make a donation your money goes into a big pot.



Step 2

Staff in the Cancer Centre tell us what they need to help patients and submit an application for funding



Step 3

Our expert board assesses each application based on its potential benefit to patients and staff.



Step 4

Approved applications are funded using your money.



Step 5

These projects then directly benefit you, your family and friends affected by cancer.

Patient Care

Our work in patient care ensures that anyone going through cancer has the best care available to them when they need it most.

Friends of the Cancer Centre's doctors, clinical nurse specialists and nurses provide expert medical care and support to hundreds of patients each year. We also support the work of staff on the ground through the on-going funding of vital medical equipment, ensuring that staff have the equipment they need to diagnose and treat patients.



Research

Friends of the Cancer Centre is playing a major part in the fight against cancer through the various projects funded by the charity. You can read more about the wide range of projects we support [on our website](#).

The charity is a proud partner with the NI Cancer Trials Network and the Patrick G Johnston Centre for Cancer Research at Queen's University, investing over £2 million in clinical trials in recent years. We also fund doctors who are heavily involved in research, as well as vital equipment which allows some of the leading local scientists to carry out potentially life-saving work.

Most importantly, the money that we put into research stays in Northern Ireland and benefits local people

Patient Comfort

We believe little things make a big difference and we strive to make a really difficult time for patients and families a little easier.

We do this by providing thoughtful comforts to help make the hospital feel a little more like home.

From a cup of tea and a daily newspaper to help pass the time while waiting on appointments, to giving patients space away from their beds and busy wards with our comfy day rooms. Everything we do is aimed at making a really difficult time a little easier.

How we're organised



Financials

Here's a summary of our most recent published Income and Expenditure and Balance Sheet statements to 31 March 2021.

	Notes	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Total 2020 £
Income from:					
Donations and legacies	3	1,123,300	94,238	1,217,538	2,112,435
Investments	4	42,173	-	42,173	47,709
Total income		1,165,473	94,238	1,259,711	2,160,144
Expenditure on:					
Charitable activities	5	1,440,236	82,991	1,523,227	1,660,645
Net gains/(losses) on investments	9	181,371	-	181,371	(56,845)
Net (expenditure)/income for the year/ Net movement in funds		(93,392)	11,247	(82,145)	442,654
Fund balances at 1 April 2020		3,345,397	3,544	3,348,941	2,906,287
Fund balances at 31 March 2021		3,252,005	14,791	3,266,796	3,348,941

	Notes	2021 £	2020 £
Fixed assets			
Tangible assets	10	2,435	5,854
Investments	11	1,146,017	964,646
		1,148,452	970,500
Current assets			
Debtors	12	22,154	22,650
Cash at bank and in hand		2,191,530	2,581,373
		2,213,684	2,604,023
Creditors: amounts falling due within one year	13	(95,340)	(225,582)
Net current assets		2,118,344	2,378,441
Total assets less current liabilities		3,266,796	3,348,941
Income funds			
Restricted funds	14	14,791	3,544
Unrestricted funds			
Designated funds	15	2,124,548	2,589,320
General unrestricted funds		1,127,457	756,077
		3,252,005	3,345,397
		3,266,796	3,348,941

Annual Accounts 31 March 2021

Annual Accounts 31 March 2020

Annual Accounts 31 March 2019

Meet the Board



Brian Cave

Chair



Professor Suneil Jain



Caroline Keenan

Honorary Secretary



Dr Damian Finnegan



Richard Donnan

Honorary Treasurer



Professor Alastair Adair



Dr Paula Scullin



Joe Rice



Turlough Montague KC



Dr Seamus McAleer



Claire Aiken



Phillip McGaw

Job Description

Job Title	Chief Executive Officer
Location	Cancer Centre, Belfast City Hospital, Belfast
Reports to	Chair and Board
Direct reports	Head of Fundraising; Communications and Project Manager; Finance and Administration Manager
Duration of contract	Full time permanent, with 6-month probationary period
Hours per Week	35
Salary	HSC NI Band 8a £47,126 - £53,219 (under review) 8% employer pension contribution
Leave entitlement	26 days plus public holidays

JOB SUMMARY AND PURPOSE

Friends of the Cancer Centre is a fund-raising and fund-disbursement organisation.

The CEO will be an outstanding strategic leader who is able to develop and articulate the vision and values of the organisation, empowering others to share in achieving that vision. They will be responsible for the organisation's performance in the provision of quality fund-raising and impactful project-funding activities.

They will inspire and motivate those able to help the Friends of the Cancer Centre to achieve its goals, building strong, positive and enduring, supporter, volunteer and partner relationships.

They will build on their track record of strategic leadership and revenue growth and will use their high level financial and strategic planning / reporting skills. Proven communication and presentation skills are key, as is the ability to develop strong relationships. They will demonstrate strong people leadership skills that help inspire and develop their people.

KEY RESPONSIBILITIES

1. Strategic Leadership

- Provide visionary leadership and strategic direction aligned to Friends of the Cancer Centre's core values in delivering its mission.
- Engage effectively with the Board in shaping its strategic direction.
- Lead and support organisational change when it is needed at both a strategic and operational level.

2. Funding and Income Generation

- Cultivate existing funding streams to maximise the value and impact of donors' and supporters' contributions.
- Generate new income streams through the maintenance and development of a pipeline of opportunities.

- Provide the support needed by the Board for its members to successfully develop their own philanthropic relationships.
- Seek out and develop new business and partnership opportunities across public, private and third sectors to leverage funding opportunities.
- Ensure that Friends of the Cancer Centre uses its databases and networks effectively to maximise opportunities.
- Create high profile 'signature' events to raise awareness and unrestricted funds
- Develop and maintain effective supporter journeys for the development and retention of relationships.

3. Good Governance

- Develop and deliver effective systems of corporate governance for a charity that meet the Friends of the Cancer Centre's statutory and regulatory requirements across all relevant jurisdictions.
- Maintain a risk management function within a risk strategy agreed with the organisation's key stakeholders and in liaison with relevant Boards and committees.
- Attend Board and appropriate committee meetings providing all relevant financial information, reports and recommendations relating to the performance of Friends of the Cancer Centre.
- Ensure the regular review and updating of Friends of the Cancer Centre's policies.
- Oversee and implement Friends of the Cancer Centre's safeguarding policies and procedures and to ensure enforcement of its codes of conduct and behaviour in protection of its staff and volunteers.
- Ensure that Friends of the Cancer Centre complies with its Memorandum and Articles of Association.
- Ensure that Friends of the Cancer Centre is compliant with requirements set by Companies House and Charity Commission for Northern Ireland.

4. Financial Management

- Develop and implement an annual budget, and provide appropriate periodic financial reports and variance monitoring to the Board through management of internal accountant and external auditors.
- Oversee the day-to-day financial management of Friends of the Cancer Centre, ensuring appropriate reporting of statutory and management accounts to stakeholders including the Board.
- Report and act on key financial indicators of cash flow and operational performance.
- Ensure that the charity's financial systems comply with statutory/regulatory compliance and other best practice and that internal and external audit requirements are met.

5. Organisational Leadership

- Manage the organisation's resources effectively and efficiently, maximising the impact of all those expended.
- Ensure that the shape and structure of the organisation is always fit for purpose, recruiting and managing an effective operational team.
- Develop and model a team culture characterised by a shared vision of responsiveness, leadership and accountability.
- Ensure a culture of accountability at all levels through the effective oversight of performance management and appraisal systems across the organisation.

- Develop and maintain Friends of the Cancer Centre's digital business strategy in support of the fundraising function and to realise efficiencies.

6. People Management

- Lead by example in practising the highest standards of conduct in accordance with Friends of the Cancer Centre's code of conduct which covers all staff.
- Lead by example to ensure that Friends of the Cancer Centre demonstrates respect for all aspects of diversity of those it serves and the staff who provide the services, through its culture and actions.
- Maintain the required capacity and quality of the staff team by managing induction, training, expenses management, and by maintaining regular individual and group performance management communications.
- Continuously strive to develop her/himself professionally and improve capability in the leadership of Friends of the Cancer Centre and its staff.

7. Stakeholder Management

- Act as an authoritative ambassador for Friends of the Cancer Centre when communicating with donors and supporters, partners, the media and public sector representatives.
- Cultivate effective personal and organisational relationships with business, third and health sector leaders and influencers, nationally and locally, to identify and leverage opportunities for support.
- Develop and maintain an evidence base of successful projects supported by the work of Friends of the Cancer Centre.
- Serve on any external forums that relate to the interests of Friends of the Cancer Centre as appropriate.

The above list is not exclusive or exhaustive and the postholder will be required to travel and attend occasional evening and weekend events as may reasonably be expected within the scope of the post.

Person Specification

Qualifications	Educated to degree level or with equivalent relevant professional experience
Essential Experience	Proven track record in setting and delivering a successful fundraising strategy
	Experience of reporting to a senior level (Director or CEO and Board)
	Experience of building and maintaining stakeholder relationships to deliver on organisational aims
	Experience of setting and managing a budget
	Experience of working successfully within a framework of organisational governance
	Experience of managing communications to a range of audience types to promote the cause of an organisation
	Team management experience
Desirable Experience	Experience of developing and implementing digital strategies to support fundraising
	Proven track record in setting and delivering a successful marketing strategy
Knowledge and Skills	Sound knowledge of Northern Ireland's CSR, philanthropy and donor landscape
	Well-developed communication skills with an ability to build relationships at all levels and across all stakeholder types
	Well-developed leadership and people management skills including motivating and supporting external project staff to deliver on agreed targets
	An appreciation of the cancer-related health sub-sector in which Friends of the Cancer Centre operates
Attributes	The postholder will be creative and dynamic and able to communicate clearly and work effectively with a range of key partners and stakeholders
	A commitment to equal opportunities, staff welfare and sound health and safety requirements in all work practices
	A willingness to undertake regular travel and to work out of office hours when necessary
	A commitment to improving the lives of people affected by cancer
	A full driving licence and access to a car or other form of transport suitable to meet the post's requirements

How to apply

Please forward a **CV, maximum three A4 sides**, together with a completed **Supplementary Questions form** available from www.engageexec.co.uk, ensuring you have included mobile, work and home telephone numbers, as well as any dates when you will not be available or might have difficulty with from the recruitment timetable. You will also be asked to submit a separate **equality form** (see below).

The deadline is **Noon on Monday 12 December 2022**. Applications should be made by email to: **patrick@co3.org.uk**

Contact Patrick Minne on 07792 509003 if you have any queries about the role or the application process.

Equality Monitoring and Criminal Convictions Disclosure

Along with the CV and Form, you will be asked to complete and return the Equal Opportunities Monitoring and Criminal Convictions Disclosure Form in a separate document. Neither of these will 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 contact Patrick Minne 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

CV, Supplementary Questions and Equality Monitoring and Criminal Convictions forms to be submitted

Noon, Monday 12 December 2022

First Interviews

Monday 19 and Tuesday 20 December 2022

Final Interviews

Provisionally Thursday 12 January 2022



Please address any enquiries relating to the advertised position, and your submission, to Friends of the Cancer Centre's recruitment partners:

Patrick Minne

ENGAGE
EXECUTIVE TALENT

Tel: 07792 509003
Email: patrick@co3.org.uk

www.engageexec.co.uk

**Friends^{of} the
cancer centre**

Enquiries unrelated to this recruitment can be addressed to:

Friends of the Cancer Centre

N.I Cancer Centre
Belfast City Hospital
Lisburn Road
Belfast BT9 7AB

Tel: 028 9069 9393
Email: friendsofthecancercentre.com/contact-us/

Charity Registration **NIC101345** | A Company Limited by
Guarantee **NI616925**