



cancer fund
for children



Head of People and Culture Information Pack

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WELCOME

Dear Candidate

Thank you for your interest in the role of Head of People and Culture with Cancer Fund for Children.

This is an exciting time for the charity as we expand our therapeutic services for children, young people, and families across the island of Ireland. We are in the process of construction of our second Daisy Lodge short break centre, while raising vital awareness of the impact that cancer has on families and the urgent need for greater support.

We are committed to recruiting and developing passionate, positive, and enthusiastic individuals who are dedicated to supporting families affected by cancer, and who are inspired by the mission of Cancer Fund for Children - to empower, connect and strengthen children and young people so they feel equipped to cope with the emotional impact of cancer.

In this information pack, you can find out more about becoming part of Cancer Fund for Children's team. Our organisation lives by our values:

Powerful Connections – We nurture impactful relationships between the young people and families we support, within our communities and stakeholder

networks, and across our staff team.

Bold Ambition – Our vision drives us to go further, reaching more young people with greater impact. We embrace bold aspirations and turn ambition into action. By aiming high and pushing boundaries, we make extraordinary things possible.

Integrity – We build trust through honesty and openness, upholding the highest standards of transparency and accountability, and ensuring our actions reflect our words and beliefs.

They shape our vision and drive our mission, guiding our decisions, actions, and relationships. We believe this is what makes Cancer Fund for Children a great place to work.

Our recruitment partners at Engage will be happy to field any initial questions you might have. Thank you for your interest in joining our team - we look forward to receiving your application.



A handwritten signature in black ink that reads "Phil Alexander".

Phil Alexander
CEO

WHO WE ARE

Cancer Fund for Children is an ambitious charity with a vision that every child impacted by cancer should receive the right emotional support at the right time, no matter where they live on the island of Ireland.

The charity was founded in 1973 by Margaret McAlpine MBE who was a teacher who had been recruited to provide continuity to children's education whilst they were receiving treatment on the wards at Belvoir Park Hospital in Belfast.

Over the following years, Margaret recruited a range of volunteers, including consultant oncologist Dr George Edelstein, to form a Board of Trustees to help deliver a range of practical and financial support to families impacted by childhood cancer. This evolved into residential support with the purchase of Shimna Valley House in Co. Down in 1996. Shimna Valley provided families caring for a sick child with a tranquil space to spend quality time together, far removed from the stress of hospital wards and treatment routines. Shimna Valley was the forerunner to Daisy Lodge, which was opened by professional Golfer, Rory McIlroy 2014.



Over the last 20 years, our Board of Trustees has helped shape Cancer Fund for Children into the charity it is today, bringing in skilled, passionate staff to support families through therapeutic services and fundraising. As a result, we've grown into one of the leading charities supporting children and young people affected by cancer.

At Cancer Fund for Children, we believe that the voice of young people is at the heart of everything we do. We employ people who are compassionate, skilled, and driven to make a real difference in the lives of the families we support.

WHAT WE DO

Cancer Fund for Children provides a wide range of support to children and young people impacted by cancer and their families. You will find more information on our website at cancerfundforchildren.com.

Connections Team

Our Connections Team is the first point of contact after a referral, ensuring families feel heard, supported, and informed about Cancer Fund for Children's services. Each family is assigned a dedicated Connections Support Worker who regularly checks in to assess their needs and provide additional support where required.

Hospital-Based Support

Two Youth Support Workers offer age-specific support to adolescents and young adults (13-24) in all hospitals where they receive cancer treatment. We run a monthly group programme and therapeutic short breaks to help young adults connect with peers facing similar experiences.

Community-Based Support

Our Cancer Support Specialists work one-to-one with children, young people, and parents at home and in the community, providing support when and where it's needed most. We also facilitate group programmes that foster peer support for young people affected by cancer and for those who have experienced bereavement.

Youth Engagement

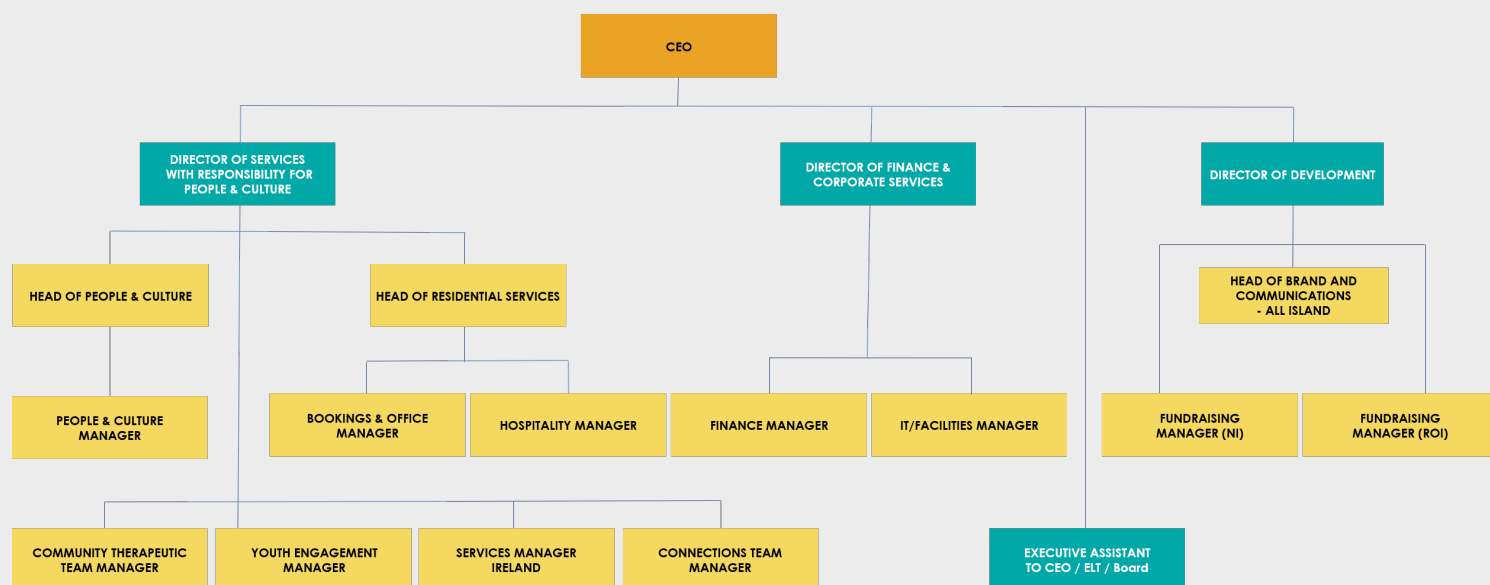
Our Youth Engagement Team ensures that young people's voices are at the heart of Cancer Fund for Children, empowering them to influence policy and practice. Our Youth Engagement Groups have completed training in recruitment and selection, teamwork, advocacy, presentation skills, leadership, and more. Young people actively participate on interview panels and have shared their experiences of cancer at a variety of speaking events.

Daisy Lodge

Therapeutic short breaks at Daisy Lodge in Newcastle, Co. Down offer families quality time together in a safe, supportive environment. Feedback shows that after their stay, 90% of families felt more hopeful, 95% felt better able to manage their situation, and 96% said their relationships were strengthened.

As Daisy Lodge is at full capacity, we are building a second therapeutic centre near Cong, Co. Mayo, which will more than double our annual short breaks, increasing family members served from 1,800 to 4,000.

HOW WE'RE ORGANISED



MEET THE TEAM

You can [click here](#) to access detail of our full management team, and here are some details on the Head of People and Culture's line managers.



Phil Alexander

Chief Executive Officer

Phil has been with the charity for over ten years, formerly as Director of Services, and prior to that as our Residential Services Manager during which time he was instrumental in shaping our programme of therapeutic short breaks. Phil has over 20 years' experience working in the statutory and voluntary sector developing services for children, young people, and their families.



Neil Symington

Director of Services with responsibility for people and culture

Neil has worked for Cancer Fund for Children since 2015. Prior to becoming Director of Services, Neil was our Community Services Manager for three years, and before that Cancer Support Specialist providing direct support to children diagnosed with cancer and their families. Neil is responsible for the strategic leadership of our services, enhancing and developing new services across Ireland and working with a wide range of others to ensure children and young people impacted by cancer have the best support possible. He has worked in the charity sector for 24 years, specifically within the child and youth sector.

STRATEGY

OUR MISSION

To connect, empower, and strengthen children and families so they are better equipped to deal with the emotional impact of cancer:

- We connect children and their families with the right people, so they do not have to face cancer alone.
- We empower children and their families to identify and develop the resources they need to better cope with cancer.
- We strengthen children and their families by creating space and time for them to be together.

We do this by providing phone support, individual in-person support in the hospital and the community, by facilitating group work and providing therapeutic short breaks at Daisy Lodge.

OUR VALUES



Powerful Connections

Powerful connections are at the core of our organisation. We nurture impactful connections between the young people and families we support, with our communities and stakeholders, and across our all-island staff team.



Bold Ambition

Our vision drives us to go further, to reach more young people with greater impact. We embrace bold aspiration and turn ambition into action. By aiming high and pushing boundaries, we make extraordinary things possible.



Courage

We have the courage to lead and have difficult conversations. We embrace open communication and address sensitive topics, always with the intent of empowering those we support and those we work alongside.



Compassion

Compassion guides our work to create safe spaces, offer genuine care, and approach others with kindness. We aim to ensure every person we interact with feels seen, heard, and supported.



Integrity

We build trust through honesty and openness, upholding the highest standards of transparency and accountability, and ensuring our actions reflect our words and beliefs.



Collective Responsibility

Each one of us plays a vital role in achieving our collective goals. We take personal ownership of our actions and support each other to ensure that as a team we reach our shared vision.

PEOPLE AND CULTURE

Our People & Culture team plays a vital role in shaping the experience of everyone who works at Cancer Fund for Children. Our vision is to ensure we are a 'Values Driven', ambitious organisation, where our people feel seen and heard, and are supported and empowered to be their best.

We have developed a People & Culture strategy with key priorities including:

- Empowering managers and leaders with clear guidance and resources
- Be an active voice for all staff
- Provide clear leadership and ambition in relation to our people and culture across the organisation
- Strengthening recruitment and onboarding processes
- Ensuring consistency in HR policies and practices across all departments
- Creating a culture where staff feel heard, valued, and able to thrive

Staff wellbeing remains a central focus. Our Health & Wellbeing Committee, now in its fifth year, brings together colleagues from across the organisation to deliver a year-round programme of events, activities, and information sessions that support physical and mental health.

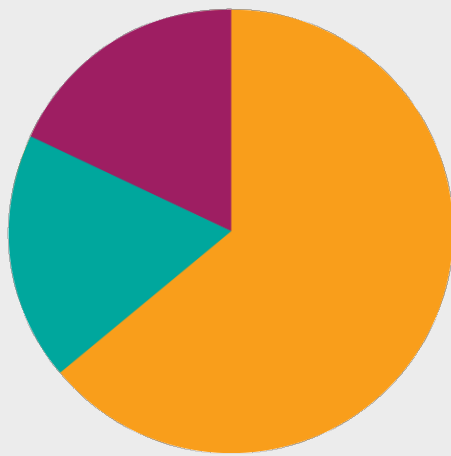
As we continue to grow, our People & Culture team will be instrumental in building an organisation that fosters excellence, wellbeing, and purpose, ensuring our staff feel supported as they work together to help ensure no child faces cancer alone.



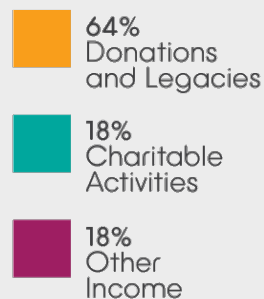
LATEST FINANCIALS

March 2025

Cancer Fund for Children

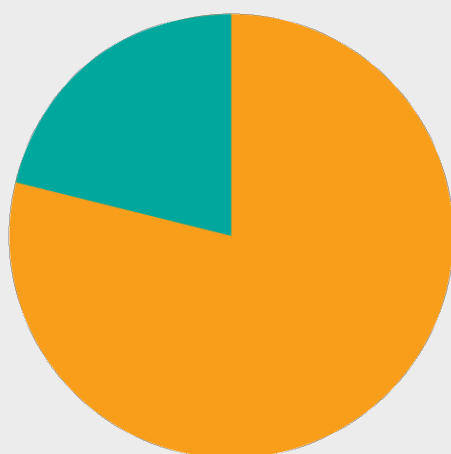


Total income £3,592,501

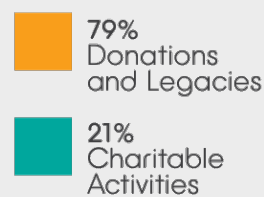


*78p of every £1 raised went directly to delivering our charitable services

Cancer Fund for Children Ireland



Total income €1,444,692



*60 cents of every €1 raised went directly to delivering our charitable services

JOB DESCRIPTION

Role:	Head of People and Culture
Reporting to:	Director of Services with Responsibility for People and Culture
Direct Reports:	People and Culture team, including HR, learning and development, volunteer coordination.
Salary Scale:	Starting salary £48,426 negotiable subject to experience (Pay Point 52-56 on our salary scale £48,426-£54,505) + 8% employer pension contribution percentage
Hours:	35 hours per week
Annual Leave:	28 days leave plus 11 statutory days
Location:	Belfast Office and Hybrid Working, with all-island remit
Date:	August 2026

Role Overview

The Head of People and Culture will provide strategic and operational leadership for the organisation's people agenda, ensuring that Cancer Fund for Children is a values-driven, empowering, dynamic and cohesive workplace. The postholder will lead the development and delivery of people practices that enable staff and volunteers to be heard, supported, trained and equipped to be their best.

Working closely with the Senior Leadership Team, managers and colleagues across Northern Ireland and Ireland, the Head of People and Culture will embed our values of Powerful Connections, Bold Ambition, Courage, Compassion, Integrity and Collective Responsibility into how we lead, manage, recruit, develop and support our people. The role will be central to building a resilient workforce, strengthening manager capability, establishing a clear learning academy and ensuring recruitment, onboarding, policies, procedures and people systems are fit for the future.

Key Accountabilities

The role will be multi-faceted and will include the following responsibilities:

Strategy

- Lead the development, implementation and continuous improvement of the People and Culture strategy, ensuring it supports the organisation's ambition to reach every young person, empower voices and lead change.
- Build and embed a values-driven culture where Powerful Connections, Bold Ambition, Courage, Compassion, Integrity and Collective Responsibility are evident in leadership, decision-making, behaviours and everyday practice.
- Establish and lead a clear, resourced learning academy that supports a growth and impact culture, strengthens staff capability and enables colleagues to develop the skills, confidence and competence required for their roles.
- Ensure staff across the organisation are heard, supported and trained to be their best through meaningful engagement, effective internal communication, wellbeing support and responsive people practices.
- Support the physical, emotional and mental health of employees by developing approaches that build resilience, psychological safety and a compassionate workplace culture.
- Strengthen manager and leadership capability so that managers are well placed and supported to manage staff impact, performance, attendance, development and employee relations with confidence, fairness and consistency.
- Lead the streamlining and enhancement of recruitment, onboarding and people impact systems to ensure Cancer Fund for Children attracts, welcomes, develops and retains talented people and volunteers.
- Ensure the organisation is a confident and competent employer with up-to-date recruitment and onboarding processes that reflect good practice, employment legislation and the organisation's values.
- Lead the review, development and implementation of clear, current and accessible policies and procedures, recognising jurisdictional nuances across Northern Ireland and Ireland.
- Provide expert advice and guidance to the Senior Leadership Team and managers on complex and sensitive people matters, employment legislation, organisational change and workforce planning.

Lead and support managers to ensure:

- Teams are effectively resourced and organised to deliver high-quality services and organisational priorities.
- Employees and volunteers are clear on expectations, supported in their wellbeing and enabled to make their best contribution.
- Performance, impact and development are managed through regular conversations, objective setting, feedback, probation reviews, annual reviews and timely support plans where required.
- Workforce and succession planning are strengthened so the organisation can respond to current and future service needs.
- Attendance, wellbeing and resilience are proactively supported through compassionate, consistent and legally compliant practice.

Line Management

- Provide effective leadership, direction and performance management to the People and Culture team so that priorities are delivered, staff reach their full potential and high standards of professional conduct, confidentiality and practice are achieved.
- Act as a positive and visible role model for the organisation's values, promoting a working environment based on dignity, respect, collaboration, innovation, accountability and excellence.
- Ensure the team receive an appropriate induction, regular support and supervision and are appraised on an annual basis to agree objectives and personal development plans.
- Support colleagues to embrace and maximise digital technologies, including AI, through learning, innovation and the development of future-ready skills.
- Ensure that all People and Culture activities comply with relevant policies, procedures and legislation, including employment law, health and safety, safeguarding, risk management, data protection and regulatory frameworks, as well as recognised good practice.

Legislation, Governance and People Systems

- Ensure the organisation meets all relevant employment, equality, monitoring and reporting requirements across the jurisdictions in which it operates.
- Lead the review of employment terms, working conditions, policies and procedures to ensure legal compliance, fairness, consistency and alignment with organisational values.
- Oversee the effective use and development of people systems, ensuring accurate data, appropriate reporting and insight to support workforce planning, recruitment, onboarding, learning, wellbeing and performance management.
- Ensure personnel records, employee data and people-related documentation are established, maintained and stored in accordance with policy and data protection legislative requirements.
- Work collaboratively with Finance and other colleagues to support accurate payroll, workforce reporting and budget planning for People and Culture priorities.

General Duties

- To attend regular team meetings
- To represent Cancer Fund for Children as directed by the Director of Services
- To be available for ongoing professional development/training opportunities
- To be available for planning, review, support and appraisal meetings
- To perform any other reasonable duties and specific projects as assigned by management to contribute to the overall aims of the Cancer Fund for Children.
- To comply with all Cancer Fund for Children Policies, Procedure, guidelines and current legislative requirements.

PERSON SPECIFICATION

Essential Qualifications and Experience

A third level qualification in Human Resources, Organisational Development, Business Management, or CIPD Level 7, or a related subject area **AND** a minimum of five years' progressive experience in a senior HR, People and Culture or Organisational Development role

Chartered CIPD membership or equivalent professional standing, or evidence of working towards chartered status

Experience of developing, implementing and evaluating people strategies, culture programmes, learning and development frameworks, recruitment and onboarding systems, and HR policies and procedures

Experience of advising on and resolving complex and sensitive employee relations, change management, performance, absence and wellbeing matters

Demonstrable experience of leading, developing and supporting staff or project teams to deliver high-quality outcomes

Proficient IT literacy, including Microsoft Office and HR, payroll, learning or people management systems

Excellent knowledge of employment legislation and good practice, including the ability to recognise and manage jurisdictional nuances across Northern Ireland and Ireland

Ability to travel independently – Cancer Fund for Children defines this as being a car driver and a holder of driving licence, or having access to a form of transport which will permit the applicant to meet the demands of the role

Desirable Qualifications and Experience

Evidence of continued CPD in HR, organisational development, coaching, leadership, employment law, wellbeing or related areas

Knowledge of issues relating to children, young people and families dealing with cancer, and experience working in a charity, health, social care or values-led environment

Essential Attributes

Committed to Cancer Fund for Children's vision, mission, values and People and Culture strategic shifts

Strategic leadership skills with the ability to translate organisational values and ambition into practical people plans, systems and behaviours

Strong interpersonal and communication skills, with the courage and compassion to engage sensitively, influence effectively and support difficult conversations

Ability to build powerful connections across teams, managers, volunteers, stakeholders and external partners

Excellent organisational, planning and project management skills, with the ability to prioritise competing demands and deliver measurable progress

Sound judgement, problem-solving ability and integrity when handling confidential, complex or sensitive matters

Commitment to learning, reflective practice and continuous improvement, with the ability to foster a growth and impact culture

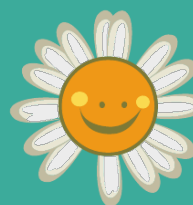
Bold ambition and adaptability, with the confidence to challenge constructively, lead change and turn aspiration into practical action

High levels of accuracy, accountability and attention to detail, with a commitment to transparent and responsible practice

Ability to work collaboratively and take collective responsibility for organisational outcomes while supporting others to do the same

STAFF BENEFITS

Northern Ireland



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Staff Development

- Organisation Wide Training Budget linked to Role, Strategic Plan, Individual Requests and Competencies
- Induction Programme
- Personal Development Plans
- Ongoing Supervision
- Continued Personal Development Support
- Regular Staff Information Days

Work Life Balance

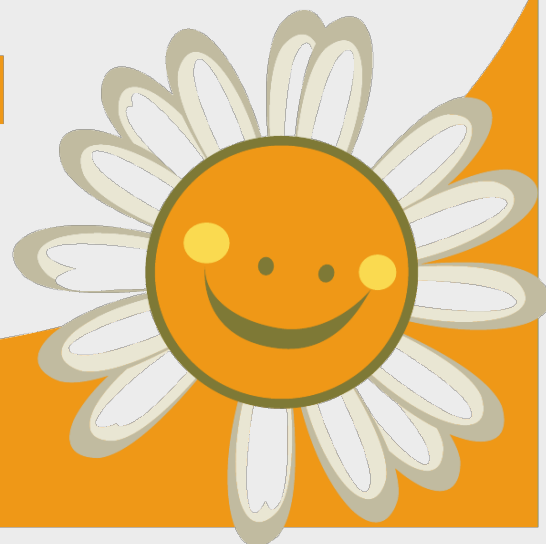
- Standard 35 hour working week
- 28 Days Annual Leave and 11 Statutory Days
- Fixed Christmas Closure (requires 3 days annual leave)
- Day off for your Birthday
- Flexible Working Opportunities
- Time Off in Lieu (TOIL) in compensation of additional hours worked
- Career Breaks
- Family Friendly Policies

Social, Physical and Mental Health Wellbeing

- Health & Wellbeing Committee delivering organisational-wide initiatives
- Mental Health First Aiders
- Benenden Health Care Plan
- Cross-department team-working/volunteering opportunities

Financial Reward and Recognition

- Annual Increment to Top of Scale
- Pension Scheme
- Work Related Professional Membership Fees Paid
- Mileage Allowance at HMRC Rate
- Free Onsite Parking



Registered with the Charity Commission for Northern Ireland (NIC100532)
Registered charity in Ireland (20142681), CHY 21682.

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 14 September 2026**. Applications should be made by email to: **apply@engageexec.co.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

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

By submitting an application for this position, you are consenting for your personal information to be processed and used for the duration of this recruitment campaign.

TIMELINE

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

Noon, Monday 14 September 2026

First Interviews

Monday 21 September 2026

Second Interviews (may include a seen or unseen task)

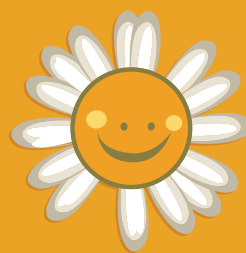
Monday 28 September 2026

Final Interviews

Tuesday 6 October 2026



Artist's rendering of new Daisy Lodge Mayo



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Please address any enquiries relating to the advertised position, and your submission, to Cancer Fund for Children's recruitment partners:

Lesley Dugan-Clarke 07734 378618
Patrick Minne 07792 509003

ENGAGE
EXECUTIVE TALENT

Email: apply@engageexec.co.uk

www.engageexec.co.uk

Enquiries unrelated to this recruitment can be addressed to:

Cancer Fund for Children

Portside Business Park, Airport Rd West
Belfast BT3 9ED

Tel: 028 9080 5599

Email: info@cancerfundforchildren.com

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