



Inform | Support | Connect

Senior Fundraising Executive (maternity) Recruitment Pack

November 2019

The Role of Senior Fundraising Executive (maternity)

Our Fundraising team is dynamic, dedicated and passionate about raising funds. We are looking for someone with the same passion and drive to join our team, **focusing on our individual giving programme, supporter stewardship with some responsibility for other parts of our general fundraising work**, whilst one of our team is on maternity leave.

You will be a creative fundraiser with at least three years' experience of fundraising (or other relevant discipline), ready to jump straight in and start work to meet targets and grow our supporter database through great stewardship and supporter journey work. You will be responsible for our regular givers, our GAYE and one-off donations. You will also run several one-off campaigns and appeals and work with the rest of the team to grow income across all areas.

You will have exceptional communication skills and be able to develop and grow relationships to benefit the charity and its work. In return we can give you the experience of working for a national charity and broaden your fundraising experience; and we offer great benefits such as flexible working.

- **Further details about the role can be found in the attached Job Description and Person Specification**

Why work for Lymphoma Action?

- We are an established and successful charity that encourages a creative and fun working environment
- We offer a flexible way for staff to work their weekly hours, helping to promote a better work-life balance
- With Office 365 we have the infrastructure to enable effective remote working and will provide you with the means to work from home
- In addition to eight UK public holidays, you will receive 25 days' annual leave, rising by 1 day for each year's service up to a maximum of 30 days (for full-time staff; pro rata for part-time staff).
- You will be auto-enrolled in the charity's workplace pension scheme (unless you choose to opt out). Lymphoma Action will contribute a sum equal to 5% of your salary per annum and you are required to make a 5% minimum employee contribution in addition to the employer contribution. You may also make further or additional employee contributions.
- Subject to length of service requirements, you will have:
 - access to a life assurance 'death in service' scheme
 - access to an income protection/permanent disability insurance scheme
 - enhanced entitlements to maternity, paternity and adoption leave and pay
 - access to our generous, enhanced contractual sick pay scheme.

How to apply for this role

If you are interested in joining Lymphoma Action as our Senior Fundraising Executive (maternity), then please read the attached Job Description thoroughly, including the selection criteria listed in the Person Specification.

Please note that your application will need to evidence how you have gained the particular skills and experience we are looking for.

Please complete the job application form and return it to Lymphoma Action (jobs@lymphoma-action.org.uk). Curriculum Vitae will only be accepted if accompanied by a completed job application form.

The recruitment timetable

Closing date for applications: **12 noon, Monday 9 December 2019**

Interviews to be held: **Wednesday 18 December in Aylesbury**

If you have any queries about the application process, or to find out more about the role please contact Non Kinchin-Smith, HR and H&S Officer jobs@lymphoma-action.org.uk or 01296 619400.

About Lymphoma Action

Introduction

Lymphoma Action is a national charity that provides high quality patient information, advice and support to people affected by lymphoma. We also work with and support the healthcare practitioners who treat and support lymphoma patients. In addition, we engage in policy and lobbying work at government level and within the NHS with the aim of improving the patient journey and experience of people affected by lymphoma.

What is lymphoma?

Lymphoma is a cancer of the lymphatic system, which is part of the immune system. It is the fifth most common cancer in the UK with more than 19,500 people diagnosed every year, including diagnoses of chronic lymphocytic leukaemia (CLL) (which is a form of lymphoma, despite its name).

While the majority of people diagnosed with lymphoma will be over the age of 55, lymphoma is also the most prevalent cancer among teenagers and young adults aged under 30. Approximately 125,000 people are living with lymphoma and CLL in the UK.

While lymphoma shares some similarities with other types of cancer, there are important aspects where it differs and that give a different slant to the charity's work:

- For most cases of lymphoma, there is no known cause. Therefore, positive health promotion messages will have little impact. In this sense, it's a great "unknown" and "unknowable" disease.
- Lymphoma concerns a part of the body that few people know or understand – the lymphatic system. This makes it even harder to cope with and explain to other people.
- For some forms of lymphoma, particularly indolent or low grade forms, the initial treatment will be "no treatment", in the form of "watch and wait", whereby people with a diagnosis, but no troublesome symptoms, will see their specialist for regular check-ups and only begin treatment if problematic symptoms develop. This runs counter to mainstream cancer messaging which concentrates on spotting and understanding the signs and symptoms of cancer, leading to earlier diagnosis and speedy treatment, with, in many cases, a direct link to vastly improved outcomes.
- Many forms of lymphoma are chronic cancers – while the majority of other cancers, particularly solid tumour ones, will be treated with curative intent, many forms of lymphoma are not curable, but they are eminently manageable as long-term diseases. As such, many people will live with lymphoma for a long time, with a number of relapses. It may well be that they outlive their cancer, but die from some other cause. This presents a whole range of additional issues for lymphoma patients and their families, including those around psychological support for coping with a long-term incurable cancer and a different approach to survivorship support.
- In contrast, some forms of lymphoma are aggressive and, if not treated quickly and effectively, will become terminal. Yet, at the same time, many of these aggressive forms are the ones that can be treated most successfully and have the potential to be cured. All this adds further to the complexity and difficulty in understanding lymphoma as a disease and cancer.
- Age is an important factor in cancer diagnosis, treatment and survival generally. It is particularly important in lymphoma because of the two peaks of incidence – one in younger people under the age of 30 and the other in older people, particularly over the age of 55.

What we do

Lymphoma Action is based in Aylesbury and currently employs 30 staff and over 300 volunteers who carry out its services and activities, which can be broadly grouped as follows:

- Information and publishing – we provide a range of high quality information leaflets and publications (including our regular magazine *Lymphoma matters*), which we distribute via our website and in hard-copy formats to hospitals and cancer information centres.
- Lymphoma TrialsLink – an online clinical trials database and information service (see www.lymphoma-action.org.uk/lymphoma-trialslink)

- Helpline – open five days a week, throughout the year, we deal with enquiries via telephone, email, live chat and the website, providing in many cases much-needed emotional support for those affected by lymphoma.
- Support groups – we operate a network of 45 volunteer-run local support groups across the UK, offering information, support and local communities for people living with lymphoma.
- Buddy scheme – we have a team of trained buddies whom we link with people who need additional support or who want to speak with someone who has shared similar experiences.
- *Live Your Life: living with and beyond lymphoma* – our survivorship and education programme, funded by the Big Lottery Fund, which we have been rolling out since the start of 2017 onwards.
- Events – we run national and regional events for people affected by lymphoma, including carers, friends and relatives.
- Healthcare education and training – we run training events and conferences for, and provide information to, healthcare practitioners working in the field of lymphoma, including GPs, nurses, specialist trainees and consultants.
- Website – www.lymphoma-action.org.uk offering a range of information and support, including hosting a number of online forums for people affected by lymphoma to share experiences and seek mutual support.

The charity's work and strategic objectives are overseen by the board of trustees, which meets four times a year. The day-to-day operation of the organisation is led by Ropinder Gill, Chief Executive, and a Senior Management Team comprising:

- Stephen Scowcroft Director of Operations and External Affairs
- Jim Howson Director of Finance
- Karen Rabjohn Director of Fundraising and Communications

An Operational Managers Group also works across the organisation, to support the implementation of strategy, development of operational plans and internal communications. The group is made up of representatives from publications, volunteering and regional development, marketing & communications, information & knowledge services and fundraising.

Financially, we are dependent on our fundraising work, with the vast majority of our funding coming from individual donors and some grant-making trusts and organisations. Our annual turnover is around £1.5 million.

History of Lymphoma Action

The origins of the organisation date back to 1983 when a group of lymphoma patients first set up a support group. The **Lymphoma Association** was registered as a charity in 1986, with a helpline service being run from Tim and Felicity Hilder's dining room in Haddenham, Buckinghamshire. We began producing information in 1988, launching our first website in 1998. Since then we have developed as a charity and have a continuing ambition to do more for people affected by lymphoma.

To find out more about what Lymphoma Action does, please have a good look at our website:

<https://lymphoma-action.org.uk/about-us>

For our recent achievements, please read our 2018 Impact Report here:

https://lymphoma-action.org.uk/sites/default/files/media/documents/2019-09/LA%20Impact%20Report%202018_double%20page%20pdf.pdf