



**Community and
Events Fundraising
Coordinator**
May 2024

**Lymphoma
action** 

Welcome

Thank you for your interest in the role of Community and Events Fundraising Coordinator.

This is an exciting opportunity to join Lymphoma Action, a national charity providing information and support to people affected by lymphoma, the fifth most common cancer in the UK. It is also an exciting time to join our thriving Fundraising Team as we invest in and develop our fundraising and how we deliver services for the people that need us.

This role supports several income streams, including community, events and corporate. Our small team delivers exceptional supporter care to the many people who go the extra mile to support our cause – you'll be at the heart of inspiring stories of people taking on challenges, organising their own events and inspiring colleagues to get involved. No one day is ever the same but it's always inspiring!

This is an ideal opportunity for anyone looking to develop their career in fundraising and the charity sector and to play a significant role in supporting people living with cancer. Lymphoma Action is a national charity with a big reach for its small size and the organisation takes excellent care of its staff as well as its supporters and beneficiaries.

You can read more about our long-term strategy and goals on our website:

www.lymphoma-action.org.uk/about-us

Whilst our head office is based in Aylesbury, Buckinghamshire, we offer the flexibility of hybrid working, with staff splitting their time between home and the office. Proximity to Aylesbury is essential as we envisage the postholder spending at least a third of their working hours in the office, in order to develop relationships within the team and organisation. You will come to the office more frequently during your four-week induction period and for the purposes of staff meetings and event preparation.

The working pattern can be flexible – for example, three full days or four/five shorter days to fit around school hours.

We look forward to receiving your application.



Amy Billington
Senior Fundraising Manager
Lymphoma Action
✉ a.billington@lymphoma-action.org.uk

Our vision, mission, goals and values

Vision statement

Everyone affected by lymphoma will receive the best possible support, treatment and care.

Mission statement

Through information, education, support and influence, we will make sure no-one has to face their lymphoma alone.

Our goals



Ensure that people **understand lymphoma**.



Enable people affected by lymphoma to feel **supported by others who understand what they are going through**.



Empower people affected by lymphoma and their healthcare professionals to **communicate with confidence**.



Be a voice for people affected by lymphoma to **influence the decisions that affect them**.



Increase the impact of our work by **making best use of our resources**.

Our values

- **Focused** – we are dedicated to the needs of those affected by lymphoma.
- **Empowering** – we build confidence to make change happen.
- **Trusted** – we use our expertise to deliver quality services.
- **Innovative** – we look to a better future for people affected by lymphoma.
- **Collaborative** – we are inclusive and value our partnerships.



Job Description

| | |
|------------------------|---|
| Job title: | Community and Events Fundraising Coordinator |
| Responsible to: | Senior Fundraising Manager |
| Duration: | Two-year fixed-term contract |
| Location: | Hybrid role with options for flexibility |
| Working hours: | Three days (21 hours) per week |
| Salary: | £24,000 to £26,000, depending on experience (calculated on a pro-rata basis as £14,400 to £15,600 per annum for a 21-hour working week) |

Purpose of the role

To assist the Senior Fundraising Manager in the raising of funds from the community, from events and from corporate donors by:

- Supporting members of the Community and Events Team with the planning and delivery of key fundraising events and activities, such as the annual Bridges of London event, London Marathon, Blood Cancer Awareness Month and donor cultivation events.
- Supporting and delivering a number of smaller fundraising activities and events and managing a number of smaller corporate partnerships.
- Delivering excellent supporter care and encouragement to people fundraising for Lymphoma Action, whether that's through community activities, challenge events or workplace fundraising, giving everyone the best possible experience and journey.
- Providing administrative support including researching and scoping new events or activities to raise funds.

Key internal and external relationships

- Senior Fundraising Manager
- Challenge Events Fundraiser
- Community and Campaigns Lead
- Director of Fundraising and Communications
- Fundraising Support Assistant
- The Fundraising and Communications Team
- The Charity's service users and supporters/people affected by lymphoma
- The Services and Finance Teams

Main duties

- To assist with the planning, logistics, delivery and aftercare of our calendar of fundraising events and activities, such as the annual Bridges of London event, London Marathon, Blood Cancer Awareness Month and donor cultivation events.
- To support our Community and Campaigns Lead and our Challenge Events Fundraiser to deliver some specific fundraising activities, community campaigns and small-scale challenge events, supporting income through effective planning, marketing, delivery and supporter care.
- To assist the Senior Fundraising Manager in growing Lymphoma Action's non-pharmaceutical corporate income, assisting with our smaller partnerships and helping to identify new opportunities and potential corporate supporters.
- To steward a number of community and challenge events participants, focusing on building positive relationships to maximise their fundraising and long-term support.
- To make full use of the Charity's CRM (database), recording all communications and future actions to ensure that supporter care is seamless, effective, and can be delivered collaboratively within the team.
- To work closely with the Fundraising Support Assistant, Individual Giving Support Assistant and Finance team to ensure that relevant income is appropriately recorded.
- To use and process data from fundraising platforms such as Just Giving, Facebook and Enthuse and provide administrative support as needed.
- To support the Community and Events Team with their insight-led approach to fundraising to test and learn different approaches and act based on results and feedback.
- To keep our corporate webpages up to date with fresh, engaging and impactful content that showcases the work of the team and our partners and encourages further engagement and support.

General

- To contribute to organisational effectiveness through positive team working.
- To represent Lymphoma Action in a variety of settings and to a variety of audiences.
- To participate in staff training, organisation/team meetings and events, as required.
- To comply with the organisation's health and safety, confidentiality, data protection and other policies.
- Any other duties deemed appropriate by the Senior Fundraising Manager, subject to time and commensurate with level of responsibility and salary.



Person Specification

This is the selection criteria for the role.

It is not expected that the successful candidate will necessarily have experience/competency in all the areas highlighted. This role provides a fantastic opportunity for someone who is keen to build a career in fundraising at a time when our department is thriving and growing. Lymphoma Action is committed to helping individuals develop professionally and personally, and your application is encouraged.

Experience and knowledge

- Experience of working in a relevant role, e.g. in a customer facing, administrative, fundraising/marketing role (preferably within the charity sector).

Skills and abilities

- Excellent verbal and written communication skills.
- A real people person with an outstanding telephone manner and ability to provide exceptional customer service.
- Strong organisational skills and 'can do' attitude with the ability to juggle and prioritise multiple tasks and manage workload under pressure and amid deadlines.
- Creativity, with the ability to produce engaging communications to thank, encourage and inspire our supporters.
- Proactivity and focus, with the ability to work both autonomously and as part of an enthusiastic and high-performing team.
- Excellent digital skills, including Microsoft Office.
- Ability to learn and work with different online platforms, software and databases (training will be given).

The role includes some travel for the purpose of training and attending external meetings. At Lymphoma Action, we encourage staff to get involved in events relating to both service delivery and fundraising if they so wish. These may be at weekends or during anti-social hours, for which time off in lieu will be given.



Values and behaviours

Lymphoma Action works to a clear set of values in everything we do, and this reflects the following behaviours we look for in all our staff.

Focused

- You focus on goals and on the best outcomes for our beneficiaries.
- You are strategic and make good decisions and don't just focus on short-term needs.
- You work in a flexible way, responding to new insights that will help us increase our impact.

Empowering

- You inspire people, celebrate success and acknowledge the efforts of others.
- You support people to take on tasks and be confident in their decisions.
- You respect the decisions of others and are resilient in the face of change.

Trusted

- You are empathetic and show compassion but respect professional boundaries.
- You do what you say you're going to do and take responsibility for your decisions.
- You are open and honest with yourself and others.

Innovative

- You are curious, open to new ideas and don't miss opportunities.
- You make time for reflection, creativity and learning and encourage others to do the same.
- You are willing to try new things and you learn quickly from your experiences.

Collaborative

- You are inclusive, treat everyone as an equal and embrace diversity.
- You listen well, communicate openly and share your skills and knowledge with others.
- You believe in the value of relationships and understanding differing perspectives and feelings.



Why work for Lymphoma Action?

- We are an established and successful national charity with a great working culture, focusing on what we are here to do but also on being creative, supportive and having the right environment to be effective.
- We embrace the benefits of hybrid working, providing the infrastructure and processes to enable you to work from home and from the office.
- Annual leave of 33 days including 8 bank holidays, rising by 1 day for each complete year of service up to a maximum of 38 days (pro-rata for part-time staff).
- A generous workplace pension scheme where Lymphoma Action will contribute 5% of your salary each year, alongside your 3% minimum employee contribution.
- A Life Assurance scheme (death in service benefit) that pays a lump sum of twice your salary.
- An Employee Assistance Programme, offering face-to-face, online or telephone counselling to support your mental health and wellbeing.
- Colleagues fully trained in Mental Health First Aid, providing a safe and confidential listening ear for support, information and signposting.
- Enhanced pay over and above the statutory minimum for maternity, paternity, adoption and sick leave.
- Free eye tests and glasses contribution, and flu jab for all staff who are ineligible for a free one on the NHS.
- Additional discretionary annual leave between Christmas and New Year.
- Free on-site parking at our offices in Aylesbury.
- Induction training and ongoing learning and development to help you deliver your role.



“ It is rewarding to have a positive impact on the lives of those affected by lymphoma.

How to apply for this role

If you are interested in joining Lymphoma Action as our **Community and Events Fundraising Coordinator**, please read the [Job Description](#) carefully, including the selection criteria listed in the [Person Specification](#) above.

- To apply, please submit your CV and a Supporting Statement, which needs to evidence how you have gained the skills and experience we are looking for, as per the selection criteria. Please note that applicants will be shortlisted against how their Supporting Statement meets the criteria in the Person Specification.
- We actively welcome applications that will help increase the diversity of our workforce, including from those with disabilities, from minority groups and from different backgrounds.
- If you have any queries about the application process, please contact Hayley Woodward, Corporate Services Officer, on jobs@lymphoma-action.org.uk
- Please email your CV and Supporting Statement to jobs@lymphoma-action.org.uk in Word format, not pdf.
- Please note that we will only consider applications from candidates who have the right to work in and the right to live in the UK.



Recruitment timetable

Closing date is Thursday 20 June 2024, 12pm

Interviews will be held in person at our head office in Aylesbury on Monday 1 July 2024

What we do

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 20,100 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.

Our services and activities can be broadly grouped as follows:

- **Information and publishing** – including high-quality information leaflets and publications (including *Lymphoma Matters* magazine), supplemented by a programme of webinars, podcasts and videos.
- **Lymphoma TrialsLink** – an online clinical trials database and information service.
- **Helpline** – open five days a week and providing much-needed emotional support. We receive almost 1,500 enquiries a year via telephone, email and live chat service on our website.
- **Peer support** – we operate a network of online support meetings across the UK supplemented by topic specific meetings and meetings for specific groups such as for young people. We also run a closed Facebook group with over 4,300 members.
- **Buddy Service** – 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** – our award-winning survivorship and education programme, which is run in both digital and in-person formats.
- **Preparing for Treatment Service** – information and support to help individuals with lymphoma prepare for, and cope with, the impact of treatment.
- **Events** – a mixture of national and regional, in-person and digital events.
- **Healthcare education and training** – we run online training events and conferences for, and provide information to, healthcare practitioners working in the field of lymphoma. This includes GPs, nurses, specialist trainees and consultants.
- **Website** – www.lymphoma-action.org.uk offering a range of information and support with over 2 million visitors a year.

For our recent achievements please read our [2023 annual report and accounts](#)

To find out more about Lymphoma Action and our work, please visit our website: www.lymphoma-action.org.uk/about-us

How we work

The Charity's work and strategic objectives are overseen by the Board of Trustees, which meets four times a year, with the day-to-day operation of the organisation led by **Ropinder Gill**, Chief Executive, and a Senior Management Team comprising:

- **Dallas Pounds**, Director of Services
- **Jim Howson**, Director of Finance
- **Deborah Laing**, 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, communications, education and support services and fundraising.

Financially, we are dependent on our fundraising work. Whereas our income pre-pandemic was circa £1.8m, we raised over £3m in 2021 (due to a windfall legacy), over £2m in 2022 and over £2.2m in 2023.

Find out more

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

www.lymphoma-action.org.uk/about-us

For our recent achievements, please read our [2023 annual report and accounts](#).

Thank you for your interest in this role.



lymphoma-action.org.uk

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