



## **ALK Positive Lung Cancer (UK)**

### **Charity Manager - Job Description**

#### **Overview**

The Charity Manager is a hybrid post with duties ranging from Senior Executive to junior clerk, taking in fundraising manager and event organiser. It is a hands-on job and the Job Descriptions sets out in some detail the routine administrative duties. The Charity Manager will -

#### **Strategy**

- Work with the Board of Trustees to promote the Charity's vision and to develop and implement the strategic objectives.
- Identify strategic risks and opportunities and advise the Trustees on implementing associated change.
- Seek out opportunities for innovation to ensure that the Charity remains at the forefront of positive change for patients with ALK-positive lung cancer.

#### **Implementation**

- Work with the Chair and Treasurer to develop, implement and monitor an annual budget and action plan.
- Be part of a Management Team, comprising Chair, Vice-Chair, Secretary, Treasurer and Charity Manager, to manage the day-to-day operations of the Charity. Attend weekly Zoom meetings.

#### **Governance**

- Advise the Trustees of the requirements of the Charity Commission and submit the appropriate accounts and annual returns.
- Advise the Trustees on the development of policies and ensure that they are complied with.
- Organise, attend and record all Trustees meetings. Prepare a written report in advance of each meeting detailing matters of interest and concern. In consultation with the Chair, prepare the agenda and minutes.
- Support the recruitment, induction and training of new Trustees.
- Ensure that collection of personal information complies with current Data Protection regulations.
- Ensure that the Charity meets all legal and regulatory requirements.

#### **External Relationships**

- To support the Chair and Vice-chair in developing effective working relationships with relevant external organisations.
- Attend conferences and meetings, as determined by the Chair.
- Be a passionate advocate in advancing the Charity's mission of supporting and empowering patients.

## **Operations**

- Be responsible for the efficient and effective administration of the Charity and manage all operational functions.
- Ensure that the Charity's services, contracts and projects are delivered to the highest standard with due regard for timescales, targets and budgets.
- Ensure that processes and procedures are in place for the sustainability of the Charity.
- With the Trustees, prepare an annual fundraising plan and implement the plan, including the booking of events and recording participants.
- With the Chair and Treasurer, organise an annual conference and/or other meetings, including liaising with the hotel and administering delegates' bookings.

## **Administration**

- Administer the Charity's PIF Tick obligations.
- With the Chair, prepare a quarterly Members' Bulletin using Mail Chimp
- Administer the Facebook Support Group, including requests to join.
- Maintain the membership database using Hubspot.
- Maintain the Charity's mailing list on Mail Chimp.
- Maintain the membership Map.
- Publicise regional lunches to members using Mail Chimp.
- Update the Charity's website and liaise with the Website Advisor for major changes.
- Prepare surveys using Survey Monkey, analyse results and prepare reports.
- Provide administrative support to the Medical & Scientific Advisory Panel and the DVLA Panel.
- Provide support to the chair, including preparation of power point presentations, booking attendance at conference and flights.
- Other duties as determined by the Charity.

## Charity Manager

### Summary of terms of employment/engagement

**Reporting to:** The Chair (the Secretary for the first 6 months)

**Type of contract:** Fixed Term for 2 years (employment or contract)

**Hours:** average 20 hours per week, which can be worked flexibly within normal office hours Monday – Friday. Plan of work to be agreed weekly in advance with at least 15 fixed hours per week over at least 3 days between 9am and 6pm and with a minimum of 2 hours on any day.

**Salary:** £20,000 per annum (£37K FTE) paid monthly in arrears.

**Employer pension contribution:** 3% of salary if directly employed.

**Annual leave entitlement:** 20 days equivalent

**Location:** Working from home. There is a requirement to attend conferences and meetings in the UK and may require overnight stays.

**Laptop:** A fully equipped laptop will be provided and it must be used for all the Charity's work and solely for the Charity's work. The laptop and all data contained in it will be owned by the Charity. It must be password protected at all times and the Charity will provide the password, which must not be changed. The laptop must not be used by any other person.

**Email Address:** The Charity will provide a dedicated email address which must be used for all the Charity's work.

**Car:** Travel costs will be reimbursed at the rate of 40p per mile.

**Probation Period:** 6 months.

**Notice period:** One month.

## **Person Specification**

### **Essential skills and experience**

- A proven track record of delivering results at senior level.
- A strong team player with a 'can do' attitude.
- Wide range of administrative skills.
- Good IT skills with good understanding of a range of IT products.
- Knowledge and understanding of data protection legislation.
- Ability to prioritise workload.
- Ability to work independently.

### **Desirable skills and experience**

- Experience of working with a Board of Trustees/Directors
- Knowledge of the voluntary sector and its key challenges
- Knowledge and understanding of support groups.
- Knowledge and experience of charity administration and/or healthcare systems