

JOB VACANCY PACK

Sussex Cancer Fund (SCF) Admin and Operations Assistant

Additional Admin Support Request Summary:

Role: **Admin and Operations Assistant**

Place of Work: **Office (MacMillan Horizon Centre, Brighton)/Hybrid**

Salary range: **£14,500 - £15,500 [£26,000 Pro-Rata as per Benchmarking]**

Reports to: **Patient Services Trustee**

Contract: **Part-time 3 days a week**

Size of current team: **3 existing part-time staff: Marketing Manager, Fund Manager, and newly appointed Relationship Manager all of which work 4 days a week**

Purpose and Mission of the Sussex Cancer Fund

1 in 2 people in Sussex will develop cancer. Since 1981, the Sussex Cancer Fund has been working together with the NHS to help make life better for cancer patients in Sussex, making a tangible difference for people who are often on a difficult and stressful journey. We do this by funding:

- Services such as acupuncture, clinical massage therapy, exercise programs and provide free 'extras' such as magazines, tea/coffee, car parking and more
- Equipment, furniture and refurbishments to support NHS cancer treatment centers in Sussex, such as chemotherapy chairs, scanners and other treatment essentials
- Ongoing financial contributions to the Horizon Centre
- Contributions to the funding of important Cancer Research projects based in Sussex for the benefit of patients in Sussex, working with Brighton and Sussex Medical School, local Universities and the NHS.

5 Year Strategy to deliver on our Vision 2023/24 – 2028/29

1. Continually assessing and delivering on Patient's Needs
2. Developing our Cancer Research Pipeline
3. Geographical expansion throughout Sussex
4. Increased income generation and brand/awareness marketing
5. Developing the Sussex Cancer Fund Team

In addition to our 3 part-time staff, we rely heavily on volunteers - our team are passionate and hard-working. Enthusiasm and a positive, collaborative spirit drive our mission. Despite the seriousness of our cause, we create a fun, friendly working environments filled with energy, smiles and laughter.

For more information about our work, please visit www.sussexcancerfund.co.uk or check out our Social Media channels.

Background

2024 has been an exceptionally busy and successful year, marked by the expansion of patient services and the geographical reach of those services, as well as a comprehensive review and update of our research processes. In addition, the team has taken on increased Marketing and Fundraising activities, which have further added to the already full event calendar.

The current team has been pivotal in managing and delivering on these initiatives, but the increased workload has come at a cost. As a result, the team has struggled to maintain the level of oversight and tracking required to ensure robust management of all activities—an essential element of our strategic plan.

Looking ahead to 2025, with the expected success of the Relationship Manager role, the current team will need to continue managing the expanded workload from 2024. However, to meet expectations, it will be essential to implement closer monitoring to effectively define impact and outcomes. Additionally, the Relationship Manager will need ongoing support, and if funds permit, there will be an opportunity to further develop activities across the Sussex region.

Job Description

The Role

The Admin and Operations Assistant role is to support the current team with some of the more administrative tasks, to further support the Sussex Cancer Fund's existing services and future work. The work will span across the Patient Services, Marketing & Fundraising, and Research teams supporting the Fund Manager, Marketing Manager and Research Lead.

Responsibilities

Responsibilities will include the following:

Marketing Manager: Support

- Database/CRM management
 - Tracking events and monitoring Impact and Outcomes
 - Cataloguing information and images on an ongoing basis
 - Tracking ongoing feedback - Creating patient stories and PR materials
- Managing attendees and ticketing, venue liaison
- Managing web orders
- Regularly monitoring media coverage

Fund Manager: Support

- General admin
 - Filing, general emails and enquiries, post collection, car park oversight,
 - Regular tracking of Patient Services – Impact/Outcomes
 - Tracking purchase and payments
- Liaising with Marketing Manager with feedback from Patients and Staff
- Liaising with providers/suppliers gaining quotes for equipment and refurbishments
- Support with Audit preparation and post audit actions
- Timely preparation of receipts and thankyou letters

Research Committee: Support

- Invoice payment oversight and liaison with trusts
- Document ownership (overview of the status of all projects, requesting updates, and ensuring that all application forms, acceptance letters. Etc. are completed and stored away)

Wellbeing, Safeguarding and self-development

- Ensure safe working practices
- Ensure that safeguarding incidents and accidents/ incidents are reported
- Working toward an agreed annual work plan
- Prioritising and managing your workload
- Take responsibility for your personal development and seek out opportunities for support and development
- Participating in all necessary induction and training

Person Specification

We are looking for someone who can show us:

- Passionate about making a difference to individuals & families affected by cancer
- Personable, outgoing, and efficient
- Excellent written and verbal communication skills
- Strong organisational skills and a positive and friendly outlook
- Strong interpersonal skills, able to work with people at all levels
- Financially literate; ability to support in the management of budgets
- Excellent IT skills, particularly Excel
- Suitable home office set up if required

Sussex Cancer Fund is an equal opportunities employer committed to diversity at all levels. We provide an inclusive and welcoming environment for all staff, volunteer and community members. All qualified applicants will receive consideration without regards to race, colour, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status or any other protected characteristic. We encourage applications from individuals of all backgrounds who share our Mission and Values. If you need any accommodations during the application process, please let us know.

How to apply to be a part of our team

Please send your CV and a cover letter to sarah.ralphson@sussexcancerfund.co.uk

Closing date for applications: Friday 31st January 2024

Interviews: w/c 03 February 2024

If you have any questions, please call Sarah Ralphson on 07767 666510

We very much look forward to hearing from you. On behalf of all the people affected by cancer that we help every day, thank you sincerely for your interest in the Sussex Cancer Fund.

Good Luck!