

CHARITY DIRECTOR

Job title	Charity Director
Reports to	Chair and Board of Trustees
Location	Sussex Cancer Fund office, Brighton, with regular travel across Sussex
Working pattern	Minimum 4 days per week
Working arrangements	Hybrid and flexible working, with a minimum of 2 days per week office-based and optional home working
Salary	£58,000–£62,000 per annum, full-time equivalent, dependent on experience
Contract	Permanent

About Sussex Cancer Fund

Sussex Cancer Fund is an established local charity dedicated to supporting people affected by cancer across Sussex.

Working alongside NHS cancer services and other partners, the charity provides funding that directly improves the experience and outcomes of people affected by cancer across Sussex by funding high-quality cancer research and improvements to treatment environments and specialist equipment.

We are entering an important period of development. Our strategy will see us strengthen our existing work while extending our reach and impact across Sussex. This includes developing our approach to a grant-funded Patient Services model, continuing our commitment to Sussex based cancer research, strengthening partnerships and ensuring that the charity has the organisational capacity and governance required to deliver its ambitions sustainably.

Our Vision

A future where Sussex leads the way in exceptional cancer care, innovative research and complementary therapies, for everyone affected by cancer.



As part of this next phase, we are looking to appoint a Charity Director to provide overall leadership to the organisation and work with the Board of Trustees to turn our strategy into action.

The Role

The Charity Director will be the most senior member of staff within Sussex Cancer Fund, responsible for leading operations and supporting the team to ensure the effective delivery of the charity's strategy and day-to-day activities.

Working closely with the Chair, Trustees and staff team, the Charity Director will provide leadership across the organisation and have overall oversight of our Patient Services and Research programmes, while working collaboratively with colleagues who lead specialist areas such as marketing and income generation.

A key priority will be turning our strategic ambitions into practical activity, including supporting the expansion of the charity's reach and services across Sussex and developing strong relationships with NHS teams, healthcare professionals, researchers, partner organisations, supporters and other key stakeholders, being a physical presence in the hospitals we support.

This is a broad and varied leadership role within a relatively small charity. We are looking for someone who is passionate about the **charity sector, comfortable thinking strategically while also being willing to get involved in the day-to-day practical work needed to move the organisation forward.**



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Key Responsibilities

1. Leadership & People Management

- Provide positive, supportive and effective leadership to the staff team, establishing clear priorities, responsibilities and accountability.
- Line manage, coach and support team members, creating an environment in which colleagues feel valued, empowered and able to develop.
- Oversee appropriate HR processes, policies and staff development.
- Work with the Board and team to ensure the charity has the skills, capacity and ways of working needed to deliver its objectives.

2. Strategy & Organisational Development

- Work closely with the Board of Trustees to translate the charity's strategic direction into clear, achievable plans and priorities.
- Lead implementation of the strategy, keeping the Board informed of progress, opportunities and challenges.
- Develop annual plans, objectives and appropriate measures of success.
- Identify opportunities to increase the charity's reach, impact and effectiveness, ensuring growth and development are appropriately resourced and sustainable.



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Key Responsibilities

3. Partnerships, Stakeholders & Expansion Across Sussex

- Lead the development of relationships and partnerships that broaden the charity's awareness, reach and impact across Sussex.
- Build and maintain strong relationships with NHS organisations, cancer services, healthcare professionals, researchers, charities, community organisations, supporters and other relevant partners such as major and corporate donors.
- Act as a senior representative and ambassador for Sussex Cancer Fund at meetings, events, forums and networking opportunities.
- Listen to partners and cancer communities to identify unmet needs, opportunities for collaboration and areas where Sussex Cancer Fund can make a meaningful difference.
- Ensure expansion and partnership activity remains aligned with the charity's purpose, strategy and available resources.

4. Patient Services & Research

- Provide overall oversight of the charity's Patient Services and Research funding programmes, working with relevant staff, Trustee leads and external expertise.
- Ensure appropriate and proportionate processes are in place for funding applications, assessment, awards, monitoring and review – supporting where necessary.
- Ensure appropriate information and reporting is available to understand the reach, performance and impact of funded activity.
- Oversee and where appropriate manage significant equipment requests, refurbishment projects and other patient-focused initiatives, working with relevant colleagues and Trustees.
- Support the ongoing development of Patient Services and Research in response to identified need and the charity's strategic priorities.
- Build and maintain effective relationships with healthcare teams, researchers, universities, service providers and other relevant partners.

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Key Responsibilities

5. Financial Oversight & Sustainability

- Work closely with the Treasurer, Trustees and finance support to maintain a clear understanding of the charity's financial position – supporting with day-to-day financial activities as and when required.
- Contribute to annual budgeting and longer-term financial planning, monitoring performance against agreed plans and priorities.
- Help ensure appropriate financial controls and processes are maintained, and that strategic and operational decisions take account of financial sustainability.
- Work collaboratively with colleagues responsible for fundraising and income generation to ensure income plans and organisational ambitions remain aligned.

6. Governance, Risk & Board Support

- Work closely with the Chair and Trustees to support effective governance, accountability and decision-making.
- Ensure Trustees receive timely and appropriate information, including preparing and contributing to Board papers and attending Board meetings.
- Help maintain appropriate organisational policies, processes and controls, including effective identification and management of risk.
- Help ensure the charity meets relevant regulatory and governance requirements, including safeguarding and data protection, drawing on specialist advice where appropriate.



David, and more fabulous volunteers



Cold cap machine

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Person Specification

Previous experience within the charity or healthcare sectors would be valuable, but it is not essential.

More important to us is finding someone with the leadership ability, people skills, energy and organisational capability to lead our team, build strong relationships and help turn our strategy into action.

Essential

We are looking for someone who can demonstrate:

- Experience of leading and developing people, with the ability to set clear priorities, support colleagues and bring out the best in a team.
- Strong interpersonal, communication and relationship-building skills, with the confidence to work effectively with colleagues, Trustees and a wide range of external stakeholders.
- The ability to think strategically while remaining comfortable with day-to-day practical delivery, managing competing priorities and ensuring things get done.
- Sound judgement, confidence in decision-making and a good level of financial and organisational awareness.
- A strong track record of delivery.
- An appreciation of good governance, risk management and accountability, with a willingness to develop knowledge where needed.
- The flexibility to travel regularly across Sussex.



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Person Specification

Desirable

It would be helpful, but not essential, to have experience in some of the following areas:

- The charity, not-for-profit, community or healthcare sectors, including the NHS.
- Working with a Board, Trustees or similar governance structure, with an understanding of charity governance and regulatory requirements.
- Organisational development, growth or change, including developing partnerships or services across different locations or communities.
- Grant-making, funding programmes or research.
- Fundraising and income generation.

We do not expect candidates to have experience in every one of these areas.

Personal Qualities

Alongside the required competencies, the right leadership approach and personal qualities will be important to success in this role.

- People-focused – approachable, empathetic and able to build positive relationships at all levels.
- Supportive and collaborative – able to provide direction while empowering others and working effectively with Trustees, staff and partners.
- Organised and pragmatic – able to keep sight of the bigger picture, follow through on commitments and adapt as priorities change.
- Confident but not hierarchical – decisive, approachable and open to others' ideas.
- Curious and willing to learn – comfortable drawing on the expertise of others.
- Positive about change and growth – motivated to extend Sussex Cancer Fund's impact across Sussex.
- Values-led – genuinely motivated by the opportunity to improve the experience of people affected by cancer.

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Sussex Cancer Fund is an equal opportunities employer committed to diversity at all levels. We provide an inclusive and welcoming environment for all staff, volunteers and community members. All qualified applicants will receive consideration without regard 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

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

Closing date for applications: **Friday 16th October 2026 (5pm)**

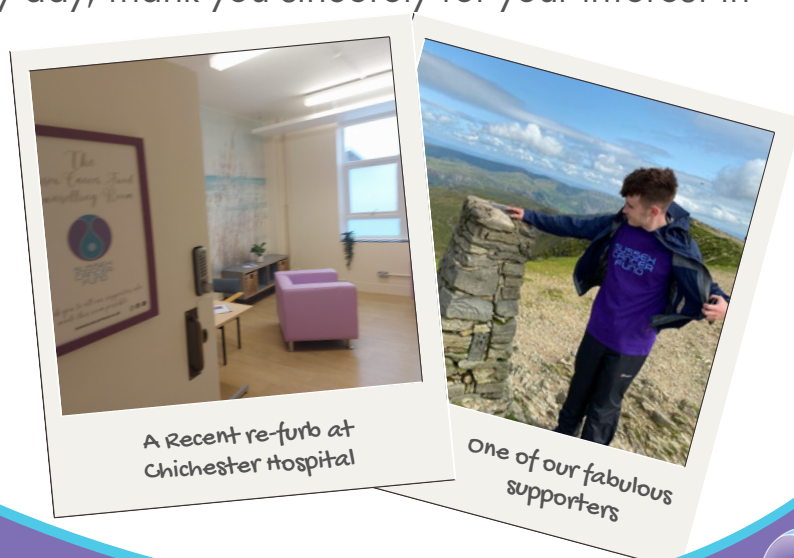
Initial virtual interviews – **W/C 26 Oct & 02 Nov 2026**

Face to Face interviews – **W/C 16 Nov 2026**

If you have any questions, please contact a member of our team on [**info@sussexcancerfund.co.uk**](mailto:info@sussexcancerfund.co.uk)

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

Good Luck!



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