

# Trusts and Foundations Manager (part-time) Recruitment Pack

Closing date: 13<sup>th</sup> September 2022  
Interviews: Tuesday 20<sup>th</sup> September 2022



Dear Applicant

Thank you for your interest in joining World Child Cancer.

We are a passionate and results driven team with a genuine desire to support children with cancer and their families in under-resourced countries. We have an ambitious target to reach 16,000 children per year by 2025. We have a strong case for support with inspiring stories to tell, like that of [Sahara](#).

We currently raise just over £2.5m each year and have ambitions to grow to £5m by 2025 and raising income from charitable trusts and foundations is one of the key drivers of this growth.

If you are interested by this opportunity, I would love to hear from you. Please email to arrange a time to discuss the role or send your application to: [domitille.delagorce@worldchildcancer.org](mailto:domitille.delagorce@worldchildcancer.org)

Yours sincerely

**Domitille de La Gorce**  
**Head of Trust and Statutory Funding**

## About World Child Cancer

Over 400,000 children worldwide develop cancer each year. Childhood cancer is most often curable, with an 84% survival rate in high-income countries. However, in many low-and-middle-income countries survival rates are 20% or lower with many children never even receiving a diagnosis.

The main reasons for this discrepancy are children not being diagnosed, the lack of high-quality treatment and financial and emotional barriers preventing equitable access to treatment (such as the cost of transport to hospital, cost of medicines, belief that the children can't be cured etc.).



In response, in 2018, the World Health Organisation (WHO) announced the WHO Global Initiative for Childhood Cancer which aims to double the current global cure rate to 60% by 2030, saving an additional one million lives.

World Child Cancer's goal is to improve the chances of children with cancer to survive and thrive in low and middle-income countries. We currently work with local hospitals in 13 countries to enable children with cancer to have equal access to the best possible treatment and care through awareness raising on signs of childhood cancer, providing financial, logistical and emotional support to address barriers to access treatment, training of healthcare workers and advocacy.

Since we started working in Ghana in 2010, we have more than tripled the number of children diagnosed through our programme and more than tripled survival rates, which means that ten times as many Ghanaian children now survive cancer each year. In 2019 we launched an exciting new partnership with UBS Optimus Foundation to develop a centre of excellence in Ghana to train the next generation of paediatric oncologists for west Africa and beyond.

## Job Description

Job Title: Trusts and Foundations Manager (part-time)

Reports to: Head of Trust and Statutory Funding

## Overview

The post holder will play a key role in raising income from Trusts and Foundations to help achieve World Child Cancer's mission. Working closely with the Head of Trusts and Statutory Funding and Programmes Team you will research, identify and steward potential trusts, develop high quality proposals and contribute to reporting.

The post holder will be passionate about World Child Cancer's cause and focussed on raising funds to enable the continuation and growth of its programmes. This role will have a direct impact on the number of children with cancer we are able to support in the future. We are looking for a confident person with strong communications skills as an important part of the role will be to develop relationships with, and secure funding from, new foundations.

## Key elements of the role

- To contribute to reaching or exceeding the annual trusts and foundations income target of £1.1m
- To deliver exceptional cultivation of prospective foundations and stewardship of existing foundations
- To work with the Charity's Trustees and other key supporters to identify leads and connections
- To undertake prospect research to identify new funding opportunities from foundations
- To work with the charity's Programmes Team to match funding opportunities with the right projects and package these accordingly with robust proposals and budgets
- To support World Child Cancer US in identifying and producing robust proposals
- To manage reporting to some foundations
- To attend relevant networking events, meet with funders and help develop cultivation opportunities
- To ensure all donor communications are logged on the CRM database (Raisers Edge)
- To comply with Fundraising best practice and any relevant legislation at all times

## Person Specification

| <b>Essential</b>                                                                                                                           |
|--------------------------------------------------------------------------------------------------------------------------------------------|
| Ability to research and identify potential new funders                                                                                     |
| A proven track record of securing significant sums from trusts and foundations                                                             |
| Exceptional communication skills, able to build relationships with people at all levels of seniority                                       |
| Ability to translate complex, specialist information into accessible and compelling proposals and reports for foundations of various sizes |
| Ability to help develop and monitor project budgets                                                                                        |
| Experience of working on multiple projects at the same time and cross-departmentally                                                       |
| A positive team player                                                                                                                     |
| Ability to work on own initiative, prioritising workload with little supervision when needed                                               |
| Empathy and diplomacy surrounding the issues of children's health and the passion to want to improve the lives of children with cancer     |
| Understanding of project management                                                                                                        |

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| Flexibility to work out of usual working hours when required          |
| Strong IT skills                                                      |
|                                                                       |
| <b>Desirable</b>                                                      |
| Experience of working in the international development sector         |
| Experience of using networking events to prospect and steward funders |
| Educated to degree level or equivalent                                |
| Fundraising qualification                                             |
| Experience with Raisers Edge or other CRM databases                   |

## Terms of Employment

Hours: 17.5 hours per week

Location: Hybrid working from home and from the office (9 Maltings Place, 169 Tower Bridge Road, London SE1 3JB). Flexible working considered.

Contract: Permanent (after 6 months' probation)

Salary: circa £34,000 FTE (depending on experience)

Annual Leave: 25 days, 8 bank holidays and an additional day at Christmas

Pension: 10% employer contribution after 3 months (employee contributions optional)

Other: Opportunity to participate in the cycle to work scheme

## How to apply

To apply for this position, please provide your CV and a supporting statement (maximum 2 pages) that addresses the “essential” criteria in the Person Specification.

As strong written communication skills are one of the criteria, we will be looking for evidence of this in your supporting statement.

**Applications should be emailed to: [Domitille.delagorce@worldchildcancer.org](mailto:Domitille.delagorce@worldchildcancer.org) with “Trusts and Foundations Manager” in the subject line.** The successful appointment is subject to a satisfactory criminal records disclosure and written references.

## Timetable

Closing date for applications: Tuesday 13<sup>th</sup> September 2022

Interview: Tuesday 20<sup>th</sup> September 2022

If you have any queries or wish to have an informal discussion, please contact Domitille de La Gorce at [Domitille.delagorce@worldchildcancer.org](mailto:Domitille.delagorce@worldchildcancer.org)