

A message from the Director of Fundraising

Did you know that the average woman diagnosed with ovarian cancer has a higher chance of dying than surviving? Or that survival rates for women with ovarian cancer now are where survival rates for those affected by breast cancer were 50 years ago?



Don't worry if you didn't know that; you're not the only one. One of our supporters once told us 'It's not that ovarian cancer is a silent killer, it's that people don't listen'. And who can blame them – there are so many social, political and health issues that surround us and affect women in 2023. But we've also seen amazing, recent progress made in women's rights, equality and health, so we know change is possible. We just need to be heard. Our time is now, women with ovarian cancer need us and with more women projected to get ovarian cancer than ever before, there's no time to lose.

The importance of supporting women with ovarian cancer has never been greater and with our ambitious, organisational strategy, growing brand awareness and talented team, this is an exciting time to join Ovarian Cancer Action.

The Fundraising Team currently brings in over £2m and despite Covid and the current economic context, the team has seen some really good growth and successes, and we know we have significant growth potential. Our community & events portfolio is an important and significant part of that growth and focus and as such the Community & Events Manager role is key to driving forward that potential. You will be coming into an exciting portfolio of events, plans and opportunities including our flagship event, 'Walk in her Name', which has seen strong growth year on year and the close support and involvement of our new ambassador, The Lioness, Beth Mead.

Our approach as a Fundraising Team as we move forward is one of passion, determination and bold ambition. So, we are open to new approaches and opportunities, and we will be driven by data and learnings to inform our choices and priorities and most importantly, we are and will be supporter led at all times.

So, if you are looking to become a part of a dynamic, ambitious, passionate and growing team, then I very much look forward to receiving your application and potentially working with you to improve the future for the thousands of women with ovarian cancer across the UK.

I look forward to hearing from you soon.

A handwritten signature in black ink that reads 'V Bednall'.

Vicki Bednall, Director of Fundraising

Organisational Profile

About Ovarian Cancer Action

In 2022, the odds are against women with ovarian cancer surviving more than 5 and 10 years. In fact, only 3 in 10 women diagnosed with ovarian cancer live beyond 10 years. It's unacceptable. With more and more women predicted to get ovarian cancer over that period, it's vital we make faster progress to reach a vision of ovarian cancer being survivable for all women.

In fact, we're so determined, that we're supercharging our ambitions; to transform survival rates so by 2032 at least half of women with ovarian cancer live for 10 years. And we're focused on driving improvements in three key areas:

- **Breakthroughs** – we need to develop ground-breaking new treatments, be on the path to a screening programme and build better care pathways to give patients more options to get rid of their cancer or keep it under control for as long as possible. We've invested over £12 million in pioneering scientific and clinical research to build breakthroughs since our inception in 2006, more than any other ovarian cancer charity. Last year alone, our incredible researchers contributed 11 new ovarian cancer discoveries. But we need to make giant leaps now, not small steps.
- **Knowledge** – shockingly, only 1 in 10 women know the main symptoms of ovarian cancer. We can save thousands more lives by equipping people with the information that can prevent ovarian cancer in those at highest risk and diagnose ovarian cancer in others as early as possible. Our lifesaving awareness campaigns need to reach more women, health professionals and higher risk communities to cut through the noise and change the future for women of today and tomorrow.
- **Equality** – we must make sure that women are able to access the best care and information regardless of age, ethnicity, or location, to have the best chance of survival. In 2020, we bid for and secured £1.2m from the Tampon Tax Fund to deliver our game changing 'IMPROVE UK' project. In partnership with the British Gynaecological Cancer Society, this project is tackling severe regional and systemic inequalities in outcomes experienced by patients. This can lead to immediate transformation in our health care systems for women with ovarian cancer.

Progress has been made over last 30 years, but it's not enough. Ovarian cancer is an incredibly complex disease with shockingly low survival rates. The Covid pandemic and Brexit has made the situation worse for patients and has also affected the UK research community over the last few years. We must accelerate progress, so we see the same fast and consistent improvements in ovarian cancer as we've seen in prostate and breast cancer. We have a huge challenge on our hands, so we need people up for this challenge. People who bring determination, passion, commitment, and creativity that can turn the tide on ovarian cancer. We have a new five-year strategy, a renewed focus on research and ambitious plans to drive forward progress at a faster pace. Can you hit the ground running?

Click the line and [Watch this video to learn more about what we do and the impact we have....](#)

About the Role

Position:	Community & Events Manager
Salary:	Reports to Director of Fundraising and sits within the Fundraising Team £37- 43k per annum (dependant on experience)
Contract type:	This is a permanent full-time contract. However, as a 'Flexible First' employer we are open to a variety of working patterns and welcome the opportunity to discuss this with candidates. If flexibility is your preference, then a paragraph about how this could work well for you in your supporting statement would be helpful.
Place of work:	This role is hybrid with 40% office based from offices in City Road near Old Street underground station. The nature of the role will require ad hoc work outside regular office hours at charity events (with time off in return).

Are you ready to be a part of an ambitious, successful and growing fundraising team? We are looking for someone who loves all things community & events, and who will be key to developing and driving successful and innovative supporter led activities, events and approaches in order to reach and hopefully smash income targets!

You'll be an integral tactical part of the fundraising team, delivering against some of the key components and priorities of the mass engagement strategy, championing best practice and excellence across all supporter care and engagement.

We want someone who:

- Has a fantastic experience of developing, managing and growing events, as well as a creative and insight led approach to implementing new mass engagement activities.
- Is looking to be an integral part of the fundraising management team, delivering robust plans, insight and spearheading relevant cross team project work.
- Is looking for that exciting opportunity to shape and lead an already successful events and community activity and to bring innovation and diversity in order to further strengthen its future success.

This is an exciting chance for a highly motivated manager to make a tangible impact, helping OCA further strengthen and success in its mass engagement activity and focus.

Our Benefits and Flexible Working:

- Flexible working: At OCA we strive to be a place where the best people do their best work. To support you in doing just that we take a 'flexible first' approach to the conversations we have with staff and candidates around working patterns. We are therefore open to considering a variety of flexible working options, welcoming these discussions right from the application stage through to the different stages of life and career, supporting the changing needs of your work-life balance. You can get in touch at jobs@ovarian.org.uk if you would like to ask us about flexible working.
- Annual leave: We offer much more than the statutory amount of annual leave. In addition to the 25 days annual leave and 8 days of public holidays per year, 3 days are also given to be taken between Christmas and New year, so that in total you can receive up to 36 days paid leave.

- Employer and employee contributory pension: OCA offers a generous pension scheme above the statutory minimum requirement.
- Eye test and financial support with glasses if needed when using a VDU at work.
- Maternity and paternity pay: The early days of raising a family are so important; you need time to adjust to the physical, emotional, and practical changes. To support this, we offer additional enhanced maternity and paternity pay for eligible employees.
- Training and development opportunities: We want everyone at OCA to have a growth mindset, always striving to improve and not worried about failure. We are therefore always looking for ways to support and encourage you to grow as the charity grows and will work on an individualised learning and development plan for you each year.
- Well-being: Your well-being is important to us and to help support this our employees and their direct family have access to a 24-hour confidential and free Employee Assistance Programme to support with both personal and work-related issues and, if required, confidential counselling sessions.
- Social events for the team: We believe work should be fun and to have the opportunity to enjoy the great team we work with. To give you a flavour of this, please ask how our guided tour around the East End of London went, highlighting how women were involved in the area's vibrant history.

Our commitment to equality, diversity, and inclusion:

We are committed to actively promoting equality, diversity and inclusivity and welcome enquiries and applications from underrepresented groups, including minoritised communities and applicants with disabilities. At Ovarian Cancer Action, we firmly believe that embracing diversity, promoting equality, and fostering inclusivity are not just buzzwords but essential values that drive our success. We understand that a diverse workforce brings together unique perspectives, experiences, and talents, which ultimately fuels innovation and enhances our ability to better serve the communities we serve and work with.

How to apply:

Thank you for your interest in this role. If this sounds like the role for you, we'd love for you to apply with the following:

- Tell us why you think this role is for you and what makes you stand out. Naturally, we'd love to hear about your experience, your highlights, what you've learnt in your career, what you want and need to learn. (Ideally no more than a page).
- Your latest CV. Please do not add photos or graphics to your CV as we use blind shortlisting at this stage of the process.

To apply please click on the following link:

<https://www.charityjob.co.uk/jobs/ovarian-cancer-action/community-and-events-manager/938328?tsId=36>

The deadline for the role is 5.00 pm Tuesday 28th November. First round interviews are to be held in the week commencing 4th December. Second round interviews are to be held in the week commencing 11th December. We reserve the right to close the deadline for applications early if we receive a high level of quality responses.

Our aim is to respond to each applicant in a timely way. However, if you don't hear from us within a week of receiving your application then you are welcome to contact us to enquire where things have got to in processing your application.

Job Description – Community & Events Manager

Position: Community & Events Manager

Position in organisation: Reports to Director of Fundraising

Other main working relationships: Senior Community & Events Officer, Individual Giving Manager, Digital Officer, Digital Engagement Manager, Data Lead, Senior Database Officer.

Main purpose of the role:

To lead on the programme of OCA events, providing excellent stewardship to Ovarian Cancer Action's (OCA) community fundraisers, challenge eventers and wider event participants, to drive income, retention, and supporter loyalty in 2023 and beyond. You will project manage and further develop OCA's flagship event, Walk in Her Name, working closely with the Mass Engagement Manager to maximise stewardship, uplift, and lifetime value.

You will be a part of the Fundraising Management Team, delivering robust financial planning, reporting, and spearheading relevant cross team project work, as well as working with Director of Fundraising to identify opportunities and tactics to strengthen and grow the portfolio.

Scope of the role:

- **Growth & Delivery:** Lead on the planning and delivery of OCA's community and challenge events portfolio and provide excellent stewardship to ensure retention and increased life-time value.
- **Supporter Engagement:** Play a key role in the development and delivery of OCA's mass supporter journey and engagement plans, ensuring consistency, efficiency and personalisation for all 3rd party supporters and event participants.
- **Leadership:** Contribute as part of the Fundraising Management Team to robust financial planning, management and reporting of income and expenditure, providing excellent leadership and line management to any line reports.
- **Strategy & Opportunity:** Work with the Director of Fundraising to develop and deliver a longer-term focus to events and community fundraising, looking at product and activity development across all income areas.

Key areas of responsibility:

- With the support of the Director of Fundraising, develop ambitious and rigorous priorities and targets for community & events fundraising at OCA, identifying the steps, changes and testing that required to take us forward.
- Responsible for the delivery of and recruitment into OCA's annual challenge events programme, including mass virtual event stewardship, keeping abreast of changes and opportunities in this space, as well as maximising the participant experience and ROI of these.

- With the support of the Community & Events Officer and Supporter Care Officer, provide excellent supporter care to OCA's community, in memory and 3rd party fundraisers, maintaining strong relationships and optimizing opportunities to drive further fundraising and strengthen their supporter experience and journey.
- Development of compelling and supportive third-party fundraising materials designed to increase and engage supporters to reach increased levels of fundraising.
- Working with the Fundraising Management Team to support the development of a cohesive and supportive in memory cross-fundraising experience for supporters – from data process to product development.
- Deliver against the objectives and priorities of the Women V Cancer partnership, developing strong and effective relationships with the wider external working group (other charities and event management company) as well as supporting with stewardship of participants, delivering on assigned working group areas and attending events.
- Working with Director of Fundraising and other function leads to contribute to wider team planning and priorities, as well as project management of any assigned cross team working projects.
- Work with Supporter Care Officer to ensure effective initial stewardship of third-party fundraisers, prompt coding of daily income, timely and accurate month end reconciliation and to deliver any other financial analysis reports required by the Director of Fundraising.
- With the support of the Director of Fundraising and using relevant research techniques, identify relevant product development opportunities and moments, particularly for community and 3rd party fundraising purposes, aligned to OCA priority audiences.
- Work effectively with relevant colleagues in the Communications Team to develop strong and compelling community and challenge event campaigns, digital user experiences for fundraisers and engaging content to drive income.
- Contribute to the development of automated and integrated supporter journey and engagement plans, working closely with the Individual Giving Manager and Director of Fundraising, to ensure consistency and efficiency in mass engagement experience.
- Maintain accurate, up to date supporter records on the CRM system (Raiser's Edge) and look to ways of developing the system to improve event and supporter experience and ensure that data drives learning, future testing, and activity wherever possible.
- Develop excellent internal relationships with OCA colleagues, through appropriate communications, cross team working and networking, ensuring the work of the Community & Events Manager is understood and actively supported where appropriate by other teams.
- Management of fundraising supplier relationships and keeping abreast of changes in contracts, updated requirements and any additional team needs.
- Ensure all activities are undertaken to agreed standards and protocols and comply with relevant legislation and best practice guidelines.
- Representing OCA at relevant events (some of which may occasionally be outside of normal working hours).
- Any other duties that are within the scope and remit of the role and as agreed with your manager.

Person Specification – Senior Database Officer

About our ideal person and their required experience and skills:

At Ovarian Cancer Action, we all have different backgrounds, ways of working and areas of expertise. But what we share is passion, ambition, and commitment. This means that your attitude to your work and fellow team members is just as important as your skills and abilities.

What experience we're looking for:

Essential

- Substantial experience of growing and delivering 3rd party, community, or challenge event income within the not-for-profit sector.
- Track record of developing mass supporter-focused content and products, that are driven by sector insight and learning.
- Strong project management of delivering in-house and 3rd party events and, including dealing with suppliers or providers and the logistical delivery.
- Experience of developing and delivering national (at scale) campaigns / products to increase community / 3rd party engagement.
- Experience of optimising channels and relationship-building to acquire new supporters, increase conversion and retention and improving supporter experience.
- Considerable planning skills, as well as experience of effective project management
- Solid experience of managing collaborative relationships at all levels across an organisation.
- Experience of leading and motivating others to support with community and event activities.

Desirable

- Data driven with good knowledge of Raiser's Edge or equivalent including how to approach analysis and extrapolation of data segments to optimise campaigns.
- Experience of using / strengthening engagement of supporters through digital channels / campaigns.
- Experience of feeding into and producing financial reports, as well as budget setting, monitoring and forecasting.
- Line management experience

Skills and attributes

Essential

- Ability to focus on impact and deliver outstanding results.
- Excellent prioritisation and workload management.
- Ability to pro-actively spot opportunity and react under tight timeframes.
- Excellent networking and relationship building.
- Able to use initiative, taking full ownership of area of responsibility.
- Strong level of emotional intelligence when dealing with supporters.
- Ability to persevere and demonstrate resilience when working under pressure.

Desirable

- Excellent analytical skills to allow a test and learn approach to continually improve performance.

- Proactive in learning new skills and keeping up to date (both externally and internally).

Attitude and personal qualities

- Enthusiastic and passionate about the aims of the charity.
- Self-motivated, relishes a challenge and can work independently.
- Optimistic outlook, focusing on solutions.
- Energized by working as part of a high-performance team.
- Brings a positive, friendly, calm, professional and helpful disposition to the team.
- Adaptable and flexible work approach, open to change.
- Flexible to the needs of the post e.g., may require working outside of normal working hours.
- You recognise that having a growth mindset is essential for personal and professional development and are committed to learning from both successes and failures to improve skills and contribute effectively.