

Candidate Information

Position:	Operations and Business Manager (maternity cover)
School/Department:	School of Medicine, Dentistry and Biomedical Sciences
Reference:	25/112435
Closing Date:	Monday 24 March 2025
Salary:	£39,922 per annum.
Anticipated Interview Date:	Thursday 3 April 2025
Duration:	Up to 38 weeks

JOB PURPOSE:

Based in the Patrick G Johnston Centre for Cancer Research (PGJCCR), the post holder will manage all operations for Leukaemia & Lymphoma NI (LLNI) in the Centre by increasing local engagement with our life-saving research and will implement a long-term strategy to grow income for the charity. Working closely with the Board of Directors, researchers, clinicians, fundraisers, volunteers, other staff, policy makers and external stakeholders to raise awareness of the impact of LLNI on blood cancers and the benefit this has for local people.

MAJOR DUTIES:

1. Further develop, implement and evaluate the existing operational strategy encompassing plans for operations, fundraising, finance, marketing, communications, legislation, events and advocacy.
2. Identify, drive forward and develop new opportunities for LLNI to secure and deliver successful corporate partnerships, special events, sports and community events that can support blood cancer research.
3. Achieve annual agreed income targets and performance metrics for research fundraising. This will involve regular events and discussions with prospective donors in Northern Ireland, GB, ROI and internationally.
4. Liaise effectively with individuals in the Queen's Foundation team to ensure appropriate management of relationships with existing donors and new prospects in order to extend and strengthen the local and international fundraising base.
5. Establish and build strong working relationships with students, clinical academics and colleagues within the faculty and the trusts in order to develop and support engagement activities.
6. Represent LLNI and the interests of the NI blood cancer patients in the Blood Cancer Alliance. Highlight the concerns and issues of patients from the region to ensure that the appropriate discussions are being had with policy makers locally and nationally.
7. Engage with local political figures and stakeholders to highlight the concerns and unmet needs of blood cancer patients in NI. Contribute to workstreams and projects aiming at improving services and outcomes in NI.
8. Develop engaging and persuasive proposals for prospects and seek the relevant financial support.
9. Undertake and manage all tailored correspondence with individuals including written confirmation of gifts.
10. Ensure timely and appropriate reporting to major donors in order that they remain engaged.
11. Management of the LLNI office including supervision of staff, students and volunteers. Monitor and evaluate office systems and procedures and give guidance/training as necessary.
12. Management and ongoing monitoring of annual financial budget and investment portfolio. Work with the treasurer to provide an accurate monthly update on the financial position of the charity.
13. Maintain complete and accurate records of all financial activity, donations, events, board changes and meeting minutes in accordance with Charity Commission reporting guidance. Ensure paper records are maintained where appropriate.
14. Maintain complete and accurate records of all research activity, spend and results to report to the Association of Medical Research Charities (AMRC). Strictly adhere to all operational guidance provided to ensure that the research delivered by LLNI is of the highest industry standard.
15. Assist in the planning, organisation and delivery of central fundraising events for corporates, individual donors and prospects.
16. Provide full detailed briefings, support and training for all charity staff and volunteers.

17. Manage sourcing of all charity merchandise and stock, demonstrating that time has been dedicated in obtaining the best possible price.
18. Raise the profile of the work and function of LLNI, in particular the local work and the global impact of the charity.
19. Carry out other duties which are appropriate to the post as may be requested by Line Manager or the board of directors.

ESSENTIAL CRITERIA:

1. A degree or substantial relevant experience.
2. A minimum of 3 years' relevant fundraising experience from individuals in the Higher Education, voluntary or health sectors or a proven track record of income generation in a Marketing or Sales environment.
3. A minimum of one year's relevant experience of working in a charity environment.
4. Experience of good stewardship/ key account management practices.
5. Proven track record of achieving personal and team financial targets.
6. Computer literacy.
7. Ability to prioritise and make decisions.
8. Ability to interpret reports and understand budgets.
9. Exceptional oral and written communication skills; superior interpersonal skills; confident and courteous.
10. Creative thinker; able to think and plan strategically; intuitive; good negotiating skills; able to build effective relationships and to influence at senior level; tactful; empathetic; attention to detail.
11. Ability to travel and work irregular hours.

DESIRABLE CRITERIA:

1. Experience of working on fundraising campaigns.
2. Experience of securing major gifts from high net worth individuals.
3. Experience of successfully conducting negotiations.
4. Knowledge of all Microsoft platforms.
5. Interest in the charity sector.