

Do you want to be part of a world renowned organisation helping to fund projects that will benefit cancer patients across the UK and internationally? If so, this is your chance to join our team.

At The Royal Marsden we deal with cancer every day, so we understand how valuable life is. And when people entrust their lives to us, they deserve the very best. That's why the pursuit of excellence lies at the heart of everything we do and why The Royal Marsden Cancer Charity exists.

Thanks to our supporters, we continue to be there for everyone who needs us. We ensure our nurses, doctors and research teams can provide the very best care and develop life-saving treatments which are used across the UK and around the world.

From funding state-of-the-art equipment and ground-breaking research, to creating the very best patient environments, we will never stop looking for ways to improve the lives of people affected by cancer.

## **PHILANTHROPY INTERN – EVENTS ASSISTANT**

### **THE ROYAL MARSDEN**

### **CANCER CHARITY**

### **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Philanthropy Intern - Events Assistant
<b>CONTRACT LENGTH:</b>	Fixed term: 3 months
<b>SALARY:</b>	£17,000 to £22,000 pro rata
<b>HOURS OF WORK:</b>	37.5 per week
<b>DIRECTORATE:</b>	Royal Marsden Cancer Charity
<b>ACCOUNTABLE TO:</b>	Associate Director of Philanthropy - The Royal Marsden Cancer Charity
<b>RESPONSIBLE TO:</b>	Philanthropy Manager - Special Events and Committees
<b>LOCATION:</b>	London (may be required to work in Sutton on occasion)
<b>LIAISES WITH:</b>	Philanthropy team, Database team, Finance, Marketing, Communications and Digital teams. Individual Giving and Community Fundraising.  Charity donors, supporters and volunteers, third party suppliers.

## **Overview of the role and responsibilities**

The Royal Marsden Cancer Charity exists to raise funds for state-of-the-art equipment, ground-breaking research and to create the very best patient environments within The Royal Marsden.

Our Charity is growing quickly and has ambitious fundraising targets to reach. The autumn months are full of exciting fundraising events including the philanthropy team's flagship cultivation event, major donor thank you receptions, high profile gala dinners and Christmas carol concerts, and this role will be vital to our success.

This internship will support the work of our Special Event and Cultivation Event teams, both of which sit within the Charity's Philanthropy Team. This role will gain great experience of a range of different events by supporting all events in our calendar.

### **Key responsibilities:**

- Guest list management
- Email inbox monitoring and organising
- Auction prize management
- Auction prize sourcing and securing
- Supporting the creation of event brochures
- On the day event support
- Post-event follow-up and payment processing
- Provide the Philanthropy team with ad hoc and administrative support

### **Key skills:**

- Time management
- Quick learner
- Enthusiasm for charity sector
- Experience in event management (preferable)

### **General responsibilities**

- Promote the work of The Royal Marsden Cancer Charity both internally and externally
- Undertake any other duties that are commensurate with the grading of the post as requested by the Line Manager
- Ensure that donor records are accurate and kept up to date and that all information relating to donors is produced and stored in line with data protection regulations and best practice

**Person Specification** (E = Experienced / D = Desirable)

Attention to detail and meticulous organisational skills	E
Ability to work in a team and on own initiative	E
Excellent written and verbal communications skills	E
Computer literacy, including Excel and Word	E
Commitment to working in a supporter-focused environment	E
Demonstrable interest in fundraising	E
High level of flexibility, initiative, self-motivation and energy	E
Willingness to work beyond normal office hours when necessary	E
Commitment to the core values of The Royal Marsden	E
Experience gained in a fundraising, event organisation or marketing environment	D
Experience of using a complex CRM system – preferably Raiser’s Edge	D
Experience of dealing with senior staff and high net worth individuals in a professional manner	D
Experience of negotiating and managing relationships with external suppliers	D

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- **Confidentiality and Data Protection Act**  
All employees of The Royal Marsden NHS Foundation Trust must not, without prior permission, disclose any information regarding patients or staff (please also see the Trust's policy on Whistleblowing). In instances where it is known that a member of staff has communicated information to unauthorised persons, those staff will be liable to dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information.
  - **Safeguarding Children and Vulnerable Adults**  
All staff must be familiar with and adhere to the Trust's child protection and safeguarding adult policies and procedures. All staff are required to attend child protection and safeguarding adults awareness training, additional training and supervision regarding child protection relevant to their position and role.
  - **Health and Safety**  
All staff are required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law whilst following recognised codes of practice and Trust policies on health and safety.
  - **Customer Service Excellence**  
All staff are required to support the Trust's commitment to developing and delivering excellent customer-focused service by treating patients, their families, friends, carers and staff with professionalism, respect and dignity.
  - **Emergency Planning**  
In accordance with the Trust's responsibilities under the Civil Contingencies Act 2004 all staff are required to undertake work and alternative duties as reasonably directed at variable locations in the event of and for the duration of a significant internal incident, major incident or pandemic.
  - **Equal Opportunities**  
The aim of the Trust's policy is to ensure that no job applicant or employee is discriminated against either directly or indirectly on the grounds of race, creed, sex, marital status, disability, age, nationality, ethnic or national origins. The Trust commits itself to promote equal opportunities and will keep under review its policies, procedures and practices to ensure that all users and providers of its services are treated according to their needs. The policy also applies to staff working within the Trust.
  - **No Smoking Policy**  
It is the policy of the Trust to promote health. Smoking is actively discouraged and is prohibited in most areas of the Hospital, including offices, with the exception of designated smoking areas on both sites.
  - **Review of this Job Description**  
This job description is intended as an outline of the general areas of activity. It will be amended in the light of the changing needs of the organization, in which case it will be reviewed in conjunction with the post holder.
  - **Terms and Conditions of Employment**  
This post is exempt from the Rehabilitation of Offenders Act 1974, meaning that any criminal conviction must be made known at the time of application.