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| Job Title | Senior Stewardship and Philanthropy Communications Manager (maternity cover) |
| Directorate | Philanthropy and Partnerships |
| Accountable to | Head of Trusts, Stewardship and Philanthropy Communications |
| Responsible to | Associate Director of Philanthropy and Partnerships |

About Us

The Royal Marsden Cancer Charity raises money solely to support The Royal Marsden, a world-leading cancer centre. 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.

We are a very ambitious organisation which has gone through transformational growth over the past five years. Alongside funding an existing programme of world-leading research, treatment and care, the Charity has recently completed its largest capital appeal to date, successfully raising £70 million to build the Oak Cancer Centre at the hospital's Sutton site.

We are now working closely with the hospital on plans for a new major redevelopment project. There is also an extensive portfolio of engaging projects outside of the capital appeals, that help to support all aspects of the hospital's work to improve the lives of cancer patients.

The Stewardship and Philanthropy Communications Team

The Stewardship and Philanthropy Communications team sits in the Philanthropy and Partnerships Directorate, a high performing function that is responsible for all areas of high value fundraising.

The team plays a vital role in delivering a stewardship and communications programme to support the Directorate with the knowledge, tools and expertise to recognise, thank and update the Charity's highest value supporters.

Job Purpose

From writing impact reports and donor communications and delivering bespoke stewardship products, this role supports fundraisers to develop and strengthen relationships with corporates, trusts & foundations and major donors. The role will also be heavily involved in creating fundraising materials for the largest capital fundraising appeal undertaken by the Charity.

Working Relationships

You will work across the Philanthropy and Partnerships directorate including with the Major Gifts, Corporate Partnerships, Trusts and Events teams. You will also work with the Charity's Marketing and Digital team and The Royal Marsden's Marketing and Communications team.

Key Areas of Responsibility

1.1. Donor communications

- Deliver an annual communications plan for the Charity's highest-value donors, ensuring the best and most impactful stories are shared with donors.
- Plan and write creative and inspiring bespoke reports for high-value donors, which effectively communicate the impact of their support.
- Oversee the creation of a suite of donor-facing materials for The Royal Marsden Chelsea Development fundraising appeal.
- Liaise closely with relevant experts at The Royal Marsden to ensure that content is accurate, compelling and engaging.

1.2. Donor stewardship

- Deliver a stewardship programme for high-value supporters, ensuring it encourages relationship development and loyalty of donors.
- Present creative and innovative ways to engage and thank our donors – and work collaboratively with members of the fundraising and marketing teams to bring these ideas to fruition.
- Work with a wide range of stakeholders across the Philanthropy and Partnerships Directorate, the wider Charity, and external suppliers, ensuring all stewardship is delivered on time, on budget, 'on brand' and to an exceptional standard.

1.3. Team management and relationships

- Manage two direct reports – set objectives, evaluate performance and be a supportive manager to two members of the Stewardship and Philanthropy Communications team.
- Work with fundraisers to understand the needs of their donors and adapt communications and stewardship materials as required.
- Liaise closely with the Charity's Marketing and Digital team to ensure all communications, materials and products are created in accordance with The Royal Marsden Cancer Charity brand guidelines.

1.4. General responsibilities

- 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.
- Undertake any other duties that are commensurate with the grading of the post as required.

This job description is intended as an outline of the general areas of activity within the job role. It will be amended from time to time in the light of the changing needs of the organisation.

Person Specification

| Candidates must be able to demonstrate | Essential (E) or Desirable (D) |
|---|--------------------------------|
| Experience and knowledge | |
| Track record of creating compelling written materials for a range of audiences in a variety of formats | E |
| Experience of creating products with the purpose of engaging external audiences | E |
| Able to build effective working relationships and influencing stakeholders at all levels of an organisation | E |
| Experience of project managing and delivering multiple projects in a time pressured environment | E |
| Management of direct reports | E |
| Have used Adobe InDesign, or similar design software | D |
| Knowledge or direct experience of working in the charity sector or healthcare | D |
| Key competencies | |
| Excellent organisational skills | E |
| Exceptional copy-writing, proof-reading skills and attention to detail | E |
| Comfortable writing about scientific/medical information | E |
| Able to problem solve and be adaptable | E |
| Creative, innovative and an ability to think outside the box | E |
| Positive and product attitude and a team player | E |

The above criteria are necessary for this post and will be used when shortlisting applicants for interview and throughout the recruitment and selection process.

Conditions of Service

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| Salary | £43,000 - £47,000 per annum |
| Contract Type | Fixed Term (maternity cover) |
| Hours of Work | 37.5 per week |
| Location | Hybrid working, with a mix of office and home working, based at our Chelsea or Sutton site, with occasional working from Sutton site. |
| Benefits | 27 days annual leave allowances, contributory pension scheme, life insurance, enhanced maternity and adoption pay, employee assistance programme, subsidised canteens, flexible working and more. Refer to our summary of benefits information attached, and on our website for further details. |

Diversity and inclusion

The Royal Marsden Cancer Charity believes in treating people fairly with respect and dignity, and in valuing diversity. We believe that a diverse workforce allows us to deliver on our mission to ensure our nurses, doctors, researchers and supporting staff can provide the very best care and develop life-saving treatments for cancer patients.

We believe everyone has the right to live their life without fear and prejudice and contribute to society in a way which is authentic to them.

It is this core belief that underscores our commitment to providing equal opportunities for all staff and volunteers at the Charity. Our aim is to foster a supportive culture which values the contribution of each member of the team regardless of their age, sex, gender reassignment, sexual orientation, marriage or civil partnership, pregnancy and maternity, disability, nationality, race, religion or belief.

Ultimately, our aim is to create a workforce which is representative of the people we exist to support, whilst contributing to the creation of a more equitable, diverse and inclusive charitable sector.

Summary of Benefits

Work Environment

- Bright modern office in Chelsea, a short walk from South Kensington station.
- Our Sutton office is based in the heart of the hospital, alongside staff and patients. A shuttle service to and from Sutton station is provided in the morning and at the end of the day.
- On-site subsidised canteens.

Pay and Pension

- Competitive salaries benchmarked against the market with annual increases.
- Auto- enrolment in our Aviva pension scheme from day one.
- Up to 6% employer contributions subject to matched contribution from you (increasing with length of service).

Work-Life Balance

- Enhanced occupational maternity and adoption leave and pay.
- Flexible working options to support those with caring responsibilities

Holidays and Time Off

- 27 days annual leave per annum plus UK bank holidays (pro rata for part time staff)
- Entitlement rising to 29 days (pro rata for part time staff) after five years' service.
- Opportunity to carry over 5 days (pro rata for part time staff) into following annual leave year.

Health and Wellbeing

- Self-referral to a confidential counselling service for work related or personal reasons.
- Access to an employee assistance programme designed to save you money and improve your physical, financial, and mental health and wellbeing.
- Free sight test every two years and contribution towards any glasses required for work purposes.
- Generous paid sick leave based on service.
- For members of our pension scheme, we offer life insurance of twice your annual salary subject to the rules of the scheme.

Flexible Working

- Hybrid working for most roles which allows you to work from the office 40% of your time and from home for 60% of your time each month (this typically works out 2 days a week in the office).
- Flexible working hours for most roles which allows flexibility outside of our core hours of 10am to 4pm.
- Provision of laptop to work from home.