CANDIDATE INFORMATION PACK

This pack includes:

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- WCRF ORGANISATIONAL VALUES
- ABOUT THE ROLE
- JOB DESCRIPTION
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- TERMS & CONDITIONS
- HOW TO APPLY
- EQUAL OPPORTUNITY MONITORING FORM
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For more information about the organisation please visit our website: www.wcrf-uk.org
If you're passionate about healthy living and health promotion, and want to see a world where no one develops a preventable cancer, why not consider joining us at World Cancer Research Fund UK?

Cancer currently affects one in two people in the UK but, as the cancer prevention experts, we know that about 40 per cent of cancers could be prevented.

World Cancer Research Fund champions the latest and most authoritative scientific research from around the world on cancer prevention and survival through diet, weight and physical activity, so that we can empower people to make informed lifestyle choices to reduce their cancer risk.

We are a member of the World Cancer Research Fund network of cancer prevention charities based in Europe, the Americas and Asia. As a network, we are a leading authority on cancer prevention through diet, weight and physical activity.

To meet our vision of living in a world where no one develops a preventable cancer, we need high quality and motivated employees from a mix of backgrounds and with a range of skills and experiences. In return, we aim to offer the best possible working environment for people so that talent is nurtured and developed.

Within this candidate pack you will find additional information about the role you are applying for and the benefits we offer.

To apply for this role, please complete and submit a CV, covering letter (maximum two pages) and the attached equal opportunities form. If you have any queries please contact Human Resources at hr@wcrf.org or visit our website at www.wcrf-uk.org

On behalf of World Cancer Research Fund we thank you for your interest in helping to prevent cancer and wish you the best of luck with your application.

Best wishes,
Human Resources
VALUES

EVIDENCE BASED
We are an authority on lifestyle related cancer research – continuously learning and evaluating, so that we can deliver excellent outcomes.

INCLUSIVE
Everyone counts – we value, respect and trust each other.

INFLUENTIAL
We are collaborative, engaged and focused on maximising impact in all that we do.

INNOVATIVE
We are curious and creative; evolving and exploring so we can deliver solutions that make a real difference.

EMPOWERING
We make every day meaningful, building and sharing our knowledge and allowing our passion to shine through.
ABOUT THE ROLE

We are seeking an experienced Trusts and Foundations Manager who will be responsible for supporting the growth of World Cancer Research Fund UK’s income from Trusts and Foundations, working within budgets and maximising income.

Who you will be working with:
You will be working within the World Cancer Research Fund’s Fundraising and Health Information Department, in the Fundraising team, who manage the fundraising programmes for the charity including extensive direct mail, community fundraising, events, digital campaigns, corporate partnerships, trusts and foundations, legacies and committed giving.

World Cancer Research Fund’s Communications and Engagement Department:

What we are looking for:
- Significant and relevant experience (preferably from a research background) working in the charity sector in a Trusts and Foundations role
- Someone who has strong research skills and is experienced in developing a prospect pipeline
- Ability to run a trusts and foundations stewardship and cultivation programme with success in securing 5 or 6 figure donations, and delivering or exceeding income targets
- Someone who can creatively translate complex science research into clear cases for support
- A proactive individual who can work with HI and Science colleagues on a 18 – 24 month programme of asks.
- Excellent communication and presentation skills to produce high quality work and build effective relationships with internal and external contacts.
- Able to work independently as well as being a reliable and conscientious team member
- Good command of IT applications and databases
- Someone who is efficient and organised with a proactive approach
JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job title</th>
<th>Trusts and Foundations Manager</th>
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</thead>
<tbody>
<tr>
<td>Department</td>
<td>Fundraising and Health Information</td>
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<tr>
<td>Reporting to</td>
<td>Head of Fundraising Development</td>
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<tr>
<td>Contract</td>
<td>Permanent</td>
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<tr>
<td>Location</td>
<td>London N1</td>
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<tr>
<td>Hours</td>
<td>Full-time, 37.5hrs per week</td>
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<td></td>
<td>We’re a hybrid working employer, meaning you’re required to come into the office 2 days per week, currently Tuesday and Wednesday or Thursday</td>
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<td>The role is being advertised as full-time, but we would also consider someone working 3 or more days per week pro rata.</td>
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<tr>
<td>Salary</td>
<td>FTE: £43,000 - £47,000 per annum, plus benefits</td>
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</tbody>
</table>

Department description

The Fundraising Department is responsible for income generation to support our cancer prevention and research work. The fundraising department comprises legacy, individual giving, corporate partnerships, trusts and foundations, events and community, digital fundraising, direct marketing, and our supporter care team. The fundraising department reports to the Director of Fundraising & Health Information who is responsible for the two areas (FR And HI). The two departments work together as a team generating income to deliver our HI programmes. The Trust section also works closely with our science colleagues on generating income for our cancer prevention and survivorship research.

Main purpose of the role

The Trust and Foundations Manager will initiate, manage and develop relationships with charitable trusts and other grant giving bodies, thus building our pipeline of support, and delivering a successful rolling programme of applications which enables us to deliver to budget and income targets. The post holder will review and develop our current strategy and maximise funding opportunities for multi year funding opportunities and projects with the aim to deliver four-, five- and six-figure donations from Trusts and Foundations.

The post holder reports directly to the Head of Fundraising Development and, as part of a dynamic and busy Fundraising Development Team, will work closely with colleagues across the organisation; in particular the Research Interpretation, Research Funding and Health Information teams, to build and deliver sustainable income growth to support WCRF’s medical research and health information programmes.

The role currently manages the work of the Supporter Services & Trusts Officer for 2 days a week, who supports the Trusts and Foundations Manager with research and applications to Trusts and Foundations.
## Main duties and responsibilities

### A  Stewardship

1. Manage all relationships with, medium and large trusts and foundations who support the work of World Cancer Research Fund and have the potential to donate to our cause.

2. Develop relationships with trusts and other grant giving bodies by encouraging engagement with the charity’s work through written communications, meetings, project visits and events promoting WCRF’s key messages in order to secure funding for our charitable activities including medical and scientific research and health information projects.

3. Ensure project funding follow-up and reporting deadlines are met and communication styles meet with individual givers requirements.

4. Using an existing database system, accurately administer areas within the role’s remit, including maximising use of the database in terms of prospect management and ensuring agreed procedures are followed.

5. Ensure that electronic and paper records are up to date and accurate and that data use and all actions undertaken comply with the Data Protection Act.

### B  Research and Development

1. Research current and prospective trusts and foundations and identify funding potential and most effective methods of engagement and who have the ability to give four, five and six figure donations. Devise cultivation and solicitation plans and manage their implementation.

2. Produce and send accurate, engaging and tailored written applications for medical research and health information projects.

### C  Budgeting, planning and reporting

1. Lead the implementation and evaluation of the Trusts and Foundation fundraising strategic plan.

2. Develop annual income and expenditure budgets and supporting plans and, on approval, manage their execution, monitor and evaluate their performance against targets, ensuring that these are met.

3. Monitor and track income and expenditure against targets and budget and produce income and expenditure variance reports for relevant areas and implement remedial action as needed.

### D  Leadership and management

1. Develop work plans and direct the Supporter Services & Trusts Officer who supports with Trusts and Foundations fundraising for 2 days a week.

### E  Key Relationships

1. Work across internal teams to develop and nurture a wide range of relationships to ensure efficient and effective working methods so that objectives are achieved.

2. Develop strong relationships with key external stakeholders at trust and foundations.

### F  Other Duties

1. Actively contribute to the continued development and ongoing review of the fundraising and organisational strategic plan.

2. Work across other teams and contribute to cross organisational projects where necessary.

3. To work constructively with colleagues to achieve fundraising and charitable objectives, and comply with World Cancer Research Fund policies and procedures.

4. To assist with the development, review and production of fundraising marketing materials.
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<tr>
<td><strong>5</strong></td>
<td>To ensure all actions undertaken comply with the Data Protection Act.</td>
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<tr>
<td><strong>6</strong></td>
<td>To adhere to the Fundraising Regulator code of practice and Charities Act and other associated legislation and policy and to keep knowledge of legislation and best practice up to date.</td>
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<td><strong>7</strong></td>
<td>To participate and make positive contributions at monthly fundraising and financial review meetings and bi-annual and creative review meetings.</td>
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<td><strong>8</strong></td>
<td>Keep abreast of developments in fundraising and the activities of other charitable organisations; identify and develop new opportunities.</td>
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<td><strong>9</strong></td>
<td>To represent the charity as and when required and promote the work WCRF UK.</td>
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<td><strong>10</strong></td>
<td>Take on new projects within the areas as WCRF grows and develops and be flexible in approach to work.</td>
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<td><strong>11</strong></td>
<td>Undertake other work related to the Department and perform other tasks necessary to achieve the overall objectives of WCRF UK.</td>
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<tr>
<td><strong>12</strong></td>
<td>Ensure all actions undertaken comply with the current General Data Protection Regulations (GDPR 2018)</td>
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**NOTE:** This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.
# PERSON SPECIFICATION

The person specification describes the specific experience, knowledge, skills, qualifications and attributes that are needed for the job.

<table>
<thead>
<tr>
<th>Experience</th>
<th>Significant track record of success in achieving and exceeding set income targets in trusts or statutory fundraising of five figures and above</th>
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<tr>
<td></td>
<td>A successful track record of financial achievement in fundraising and experience in creating and managing budgets</td>
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<td></td>
<td>Experience of producing engaging applications for medical research and proposals to trust and foundations</td>
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<td>Experience of project planning and co-ordination within a fundraising environment</td>
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<td>Experience of operating at a strategic level and supporting the strategic planning, implementation and evaluation processes</td>
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<table>
<thead>
<tr>
<th>Knowledge and technical skills</th>
<th>Up to date knowledge of current grants funding environment regarding UK charity sector</th>
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<tr>
<td></td>
<td>Knowledge of the donor relationship management and the structure, culture and working practices of UK Trusts and foundations</td>
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<td>Working knowledge of relevant charity law, fundraising regulations and good practice</td>
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<td>Strong networking skills with the ability to account manage high profile people, acting with a high level of professionalism and tact at all times</td>
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<td>Thorough understanding of best practice relating to donor prospecting, cultivation and solicitation</td>
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<td>Research skills especially with regards to developing a prospect pipeline</td>
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<td>Ability to manage Donor information using electronic (e.g. databases) and paper systems</td>
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<td>Proficient in Excel, Word and PowerPoint</td>
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<tr>
<th>Personal attributes</th>
<th>Excellent communication skills, with the ability to communicate effectively and creatively, both verbally and in writing</th>
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<td></td>
<td>Ability to negotiate, influence, foster and develop strong working relationships within and outside the organization and with a variety of stakeholders.</td>
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<td>Ability to project manage a series of ongoing activities, achieve a high output and demonstrate patience, perseverance and resilience when faced with setbacks and problems</td>
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<td></td>
<td>Ability to creatively promote and engage the work of WCRF to prospective supporters</td>
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<td></td>
<td>Ability to organise self, prioritise varied workloads, plan effectively and work to tight deadlines</td>
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<tr>
<td>Education and qualifications</td>
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<tr>
<td>High level of accuracy and attention to detail</td>
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<td>An interest in and commitment to healthy living, health promotion and health-related organisations and nutrition (non essential)</td>
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<td>High level of confidence and self-motivation with energy and enthusiasm</td>
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<td>A collaborative and positive can-do attitude</td>
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<td>Ability to deliver high quality work under time pressure</td>
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<tr>
<td>Member of the Institute of Fundraising or willing to acquire this</td>
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<tr>
<td>Educated to a good standard or with demonstrable work experience</td>
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TERMS & CONDITIONS

Salaries
World Cancer Research Fund pays salaries into bank accounts once a month on the 26th of each month.

Flexi-time scheme
A flexi-time scheme is in operation across the organisation. The daily requirement is to work 7.5 hours. Staff also need to take a lunch break of at least 30 minutes (staff can take up to a maximum of 2 hours for lunch). The core hours are 10.00am–4.00pm, Monday to Friday when all employees must be present. Employees may arrive for work between 8.00am and 10.00am and leave between 4.00pm and 7.00pm. The daily minimum hourly requirement of 7.5 working hours per day plus lunch must be met; any extra time cannot be "rolled over" or "banked".

Hybrid Working
WCRF are currently operating hybrid working for all staff across the organisation. The office is open 3 days a week (Tues, Wed and Thurs) and full-time staff are required to be in the office at least 2 of these days each week; Tuesday and Wednesday or Thursday.

Annual leave
World Cancer Research Fund’s annual leave year runs from 1 October to 30 September. Annual entitlement for full-time staff is in relation to length of service:
- Less than 1 year of continuous service at the beginning of a holiday year: 25 days (pro-rated to your start date)
- 1 year or more of continuous service at the beginning of a holiday year: 26 days
- 3 years or more of continuous service at the beginning of a holiday year: 28 days
- 5 years or more of continuous service at the beginning of a holiday year: 30 days

Sick leave
For full-time staff, World Cancer Research Fund allows up to 20 days sick leave in any rolling year without deducting pay. This allowance increases to 25 days sick leave plus 40 days half-pay after one years’ service.

Pension plan
WCRF contributes into an approved pension scheme, which is administered by Standard Life. Employees will be auto-enrolled into the scheme after 3 months and will contribute a minimum of 5% of their salary each month. WCRF will match the employee’s contributions of up to 5% of the employee’s salary each month.

Private healthcare
We offer private healthcare for employees, which gives all employees access to private healthcare (hospital and outpatient care) by referral from NHS. You are eligible to join the scheme after successful completion of the probationary period.

Dental cover scheme
We offer all employees a contribution to their dental expenses by allowing employees to opt in to a dental cover scheme. You are eligible to join the scheme after successful completion of the probationary period.

Life assurance and income protection
We cover all employees from their first day of employment and provide cover, which is equal to 4 x the individual’s salary on death while employed alongside critical illness cover.

Permanent Health Insurance (PHI) scheme
All permanent members of staff, up to the age of 65, whose normal hours of work are at least 15 per week,
are covered by the organisation’s Permanent Health Insurance (PHI) Scheme, at no cost to employees.

PHI is intended to provide income protection in the event of long-term illness or disability. The scheme provides an income replacement of up to 50% of the basic annual salary after a waiting period of 26 weeks, starting from the date a disability commences.

**Season ticket loan scheme**
Employees can take advantage of an interest free loan for a purchase of an annual travel ticket. The loan is repaid via equal deductions from the employee’s salary over a 12-month period. You are eligible to join this benefit after successful completion of the probationary period.

**Cycle to work scheme**
Employees can take advantage of an interest free loan for a purchase of a tax-free bike or accessories. The loan is repaid via equal deductions from the employee’s salary over a 12-month period. You are eligible to join this benefit after successful completion of the probationary period.

**Employee assistance programme**
All employees, and their families, have access to a 24-hour confidential advice and support line.

**Dog Friendly Office**
We are currently running a trial, which gives staff the opportunity to bring their dog into the office one day per week (Wednesdays) subject to WCRF guidelines.

**Development opportunities**
World Cancer Research Fund has an annual appraisal process in place during which individual development needs are discussed and training needs identified.

**Probationary period and notice period**
The post-holder is subject to a 6-month probation period during which 1 weeks’ notice on either part will apply. Following successful completion of the probationary period the post-holder will be on 1 months’ notice period.
HOW TO APPLY

Recruitment timetable

<table>
<thead>
<tr>
<th>Recruitment stage</th>
<th>Date</th>
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<tbody>
<tr>
<td>Closing date for applications:</td>
<td>5pm, Monday 13th November 2023</td>
</tr>
<tr>
<td>First interviews:</td>
<td>w/c 20th November 2023</td>
</tr>
<tr>
<td>Second interviews:</td>
<td>w/c 27th November 2023</td>
</tr>
</tbody>
</table>

To apply
You can apply for this vacancy by submitting a CV, covering letter (maximum two pages) and a completed Equal Opportunities Monitoring Form. Your covering letter should provide specific examples of past achievements to demonstrate how you meet each criterion of the Person Specification and should also highlight how your skills and experience would benefit World Cancer Research Fund.

Your CV, covering letter and completed Equal Opportunities Monitoring Form can be submitted by email or post:

E-mail: hr@wcrf.org
Address: Human Resources
World Cancer Research Fund
140 Pentonville Road
London N1 9FW
UK
Phone: 020 7343 4200

If you do not hear from us within 14 days of the closing date, please assume your application has been unsuccessful on this occasion. Please note that we only provide feedback to shortlisted candidates.
EQUAL OPPORTUNITY MONITORING FORM

World Cancer Research Fund is committed to equal opportunities for all. Please help us monitor the effectiveness of our Equal Opportunity Policy by completing and returning this form. This will be separated from your application prior to assessment and used solely for statistical purposes.

Post applied for: ____________________________________________

Please tick the appropriate boxes below:

GENDER

Male [ ] Female [ ]

DISABILITY

World Cancer Research Fund welcomes applications from people with disabilities. The Disability Discrimination Act 1995 describes a disability as a physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day-to-day activities. Having read this definition, do you consider yourself to have a disability?

Yes [ ] No [ ]

ETHNIC GROUP

The categories indicated below are those recommended for use by the Commission for Racial Equality.

How would you best describe your ethnic origin?

Bangladeshi [ ] Indian [ ]
Black – African [ ] Irish [ ]
Black – Caribbean [ ] Pakistani [ ]
Black – Other (please specify) [ ] White [ ]
Chinese [ ] Other (please specify) [ ]

NATIONALITY

UK [ ]
Other (please specify) [ ]

Thank you for answering these questions.
JOB APPLICANT PRIVACY NOTICE

As part of any recruitment process, WCRF collects and processes personal data relating to job applicants. WCRF is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. WCRF collects a range of data about you which will include:

- Your name and contact details (including email address and telephone numbers);
- Details of your skills, qualifications, experience and employment history;
- Details regarding your current levels of remuneration and any work benefits entitlements;
- Whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- Information regarding your right to work in the UK and
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

This information will be collected from your CV and/or cover letter on application to us, plus from your examination certificates, passport, driving licence or other identity documents provided. We may also collect personal data about you from third parties, such as references obtained from former employers, background checks or criminal records checks as applicable.

HOW WE HANDLE THE DATA THAT IS SUBMITTED BY YOU

This data will be stored in an electronic format (including email) on our internal IT systems and also on paper within our HR Department. Your information may be shared internally for recruitment purposes with our recruiting managers, HR and IT team strictly for decision making purposes. **We do not share your data with any third parties.**

WHY WE PROCESS PERSONAL DATA

We need to process your data to take the necessary steps prior to entering into any contract with you. We may also need to process your data if we agree to enter into a contract with you. We have a legitimate interest in processing your data during the recruitment process to ensure that we make and keep records of the process. These records allow us to manage the process effectively, assess a candidate’s suitability for employment and decide whom to offer the roles to. We may also, from time to time, need to process data from job applicants to respond to and defend against legal claims.

DISCLOSURE OF YOUR INFORMATION

WCRF may transfer your data outside of the European Economic Area. However, your data will be protected as well as it would be in the EEA. Internally we will protect your data through internal controls and policies to ensure that your data is not lost, accidentally destroyed, misused, and is not accessed by our employees except in the proper performance of their duties.

DATA RETENTION

We will retain your personal data for a period of 1 year after we have communicated to you our decision about whether to appoint you to the role. We retain the information for that period so that we can show, in the event of a legal claim that we have not discriminated against candidates on prohibited grounds that we have conducted the recruitment process in a fair and transparent way. After this period, we will securely destroy your personal data in accordance with the applicable laws and regulations.

If your application is unsuccessful, we may keep your personal data on file for any suitable employment opportunities. We will seek your consent before we do so and you are free to withdraw your consent at any time by notifying us in writing.

WHAT IF YOU DO NOT PROVIDE PERSONAL DATA

You are under no statutory or contractual obligation to provide your data to us. If you elect not to do so however, we will not be able to process your application properly, if at all.
AUTOMATED DECISION-MAKING
Our recruitment process is not based on automated decision making and as such you will not be subject to
decisions that will have a significant impact on you based solely on automated decision-making.

DATA PROTECTION LEGISLATION (YOUR RIGHTS)
As a data subject, you have a number of rights including:
- Access to your data on request
- Require us to stop processing your data on demand
- Requires us to delete your data on demand
- To change any incorrect or incomplete data we hold on you
- Request the transfer of your personal data to another party

If you would like to exercise any of these rights or have any queries with the privacy notice, please contact:
The HR Director, WCRF, 140 Pentonville Road, London N1 9FW.