



cancer fund
for children

INFORMATION PACK

Partnerships Lead

August 2026



CONTENTS

Welcome	2
Our Story	3
What we do	4
Our Mission, Vision & Values	5
Our Strategy	6
Job Description	7-9
Person Specification	10-11
Why work for us?	12
What we offer you	13
How to apply	14
Timeline	15



WELCOME

Dear Candidate,

Thank you for your interest in the role of Partnerships Lead with Cancer Fund for Children.

This is an exciting time for the charity as we expand our therapeutic services for children, young people, and families across the island of Ireland. We are in the process of construction of our second Daisy Lodge short break centre, while raising vital awareness of the impact cancer has on families and the urgent need for greater support.

We are committed to recruiting and developing passionate, positive, and enthusiastic individuals who are dedicated to supporting families affected by cancer, and who are inspired by the mission of Cancer Fund for Children - to empower, connect and strengthen children and young so they feel equipped to cope with the emotional impact of cancer.

In this information pack, you can find out more about becoming part of Cancer Fund for Children's team. Our organisation lives by our values:

Powerful Connections – We nurture impactful relationships between the young people and families we support, within our communities and stakeholder networks, and across our staff team.

Bold Ambition – Our vision drives us to go further, reaching more young people with greater impact. We embrace bold aspirations and turn ambition into action. By aiming high and pushing boundaries, we make extraordinary things possible.

Integrity – We build trust through honesty and openness, upholding the highest standards of transparency and accountability, and ensuring our actions reflect our words and beliefs.

They shape our vision and drive our mission, guiding our decisions, actions, and relationships.

We believe this is what makes Cancer Fund for Children a great place to work.

Thank you for your interest in joining our team — we look forward to receiving your application.



Phil Alexander,
CEO



OUR STORY

No child should face cancer alone.

Cancer Fund for Children is an ambitious charity with a vision that every child impacted by cancer should receive the right emotional support at the right time, no matter where they live on the island of Ireland.

The charity was founded in 1973 by Margaret McAlpine MBE who was a teacher who had been recruited to provide continuity to children's education whilst they were receiving treatment on the wards at Belvoir Park Hospital in Belfast. Over the following years, Margaret recruited a range of volunteers, including consultant oncologist Dr George Edelstein, to form a Board of Trustees to help deliver a range of practical and financial support to families impacted by childhood cancer. This evolved into residential support with the purchase of Shimna Valley House in Co. Down in 1996. Shimna Valley provided families caring for a sick child with a tranquil space to spend quality time together, far removed from the stress of hospital wards and treatment routines. Shimna Valley was the forerunner to Daisy Lodge, which was opened by professional Golfer, Rory McIlroy 2014.

Over the last 20 years, our Board of Trustees has helped shape Cancer Fund for Children into the charity it is today, bringing in skilled, passionate staff to support families through therapeutic services and fundraising. As a result, we've grown into one of the leading charities supporting children and young people affected by cancer.

At Cancer Fund for Children, we believe that the voice of young people is at the heart of everything we do. We employ people who are compassionate, skilled, and driven to make a real difference in the lives of the families we support.



WHAT WE DO

Cancer Fund for Children provides a wide range of support to children and young people impacted by cancer and their families. You will find more information on our website at cancerfundforchildren.com.

Connections Team

Our Connections Team is the first point of contact after a referral, ensuring families feel heard, supported, and informed about Cancer Fund for Children's services. Each family is assigned a dedicated Connections Support Worker who regularly checks in to assess their needs and provide additional support where required.

Hospital-Based Support

Two Youth Support Workers offer age-specific support to adolescents and young adults (13-24) in all hospitals where they receive cancer treatment. We run a monthly group programme and therapeutic short breaks to help young adults connect with peers facing similar experiences.

Community-Based Support

Our Cancer Support Specialists work one-to-one with children, young people, and parents at home and in the community, providing support when and where it's needed most. We also facilitate group programmes that foster peer support for young people affected by cancer and for those who have experienced bereavement.

Youth Engagement

Our Youth Engagement Team ensures that young people's voices are at the heart of Cancer Fund for Children, empowering them to influence policy and practice. Our Youth Engagement Groups have completed training in recruitment and selection, teamwork, advocacy, presentation skills, leadership, and more. Young people actively participate on interview panels and have shared their experiences of cancer at a variety of speaking events.

Daisy Lodge

Therapeutic short breaks at Daisy Lodge in Newcastle, Co. Down offer families quality time together in a safe, supportive environment. Feedback shows that after their stay, 90% of families felt more hopeful, 95% felt better able to manage their situation, and 96% said their relationships were strengthened.

As Daisy Lodge is at full capacity, we are building a second therapeutic centre near Cong, Co. Mayo, which will more than double our annual short breaks, increasing family members served from 1,800 to 4,000.



OUR VISION, MISSION AND VALUES

Our Vision

Our vision is that no child faces cancer alone.

Our Mission

Our mission is to empower, connect and strengthen children, young people and their families so they feel equipped to cope with the emotional impact of cancer.

Our Values

At Cancer Fund for Children, our values are the foundation of everything we do. They shape our vision and drive our mission, define who we are, how we behave and how we collaborate with others.



Powerful Connections

Powerful connections are at the core of our organisation. We nurture impactful connections between the young people and families we support, with our communities and stakeholders, and across our all-island staff team.



Bold Ambition

Our vision drives us to go further, to reach more young people with greater impact. We embrace bold aspiration and turn ambition into action. By aiming high and pushing boundaries, we make extraordinary things possible.



Courage

We have the courage to lead and have difficult conversations. We embrace open communication and address sensitive topics, always with the intent of empowering those we support and those we work alongside.



Compassion

Compassion guides our work to create safe spaces, offer genuine care, and approach others with kindness. We aim to ensure every person we interact with feels seen, heard, and supported.



Integrity

We build trust through honesty and openness, upholding the highest standards of transparency and accountability, and ensuring our actions reflect our words and beliefs.



Collective Responsibility

Each one of us plays a vital role in achieving our collective goals. We take personal ownership of our actions and support each other to ensure that as a team we reach our shared vision.

OUR STRATEGY

As we are coming to the end of our 2021-2025 strategy we are in the process of reviewing and developing our next five-year strategy. We have detailed below an overview of our six strategic pillars:

Services: To ensure every child and young person has access to Cancer Fund for Children services.

Engagement: We will ensure that the voices of children, young people and their families impacted by cancer are amplified across the island of Ireland.

Supporting and Funding our Work: We will develop a dynamic and visionary funding strategy that builds diversified and sustainable levels of income from the public and strategic funding partners.

Awareness: We will demonstrate the impact and value of our vital services whilst raising awareness of Cancer Fund for Children.

People: We will foster a high-performing, well-resourced, inclusive and values driven culture that enables our team to thrive.

Governance and Infrastructure: We will ensure that our organisational infrastructure and governance are fit for purpose and are aligned with our evolving needs and aspirations.



JOB DESCRIPTION

Role:	Partnerships Lead
Reporting to:	Fundraising Manager
Direct Reports:	2 x Partnership & Philanthropy Executives
Salary Scale:	Pay Point 34–39; £31,915 - £36,555
Hours:	35 hours per week
Location:	Belfast (hybrid working) at least 2 days a week in office initially
Duration:	Permanent
Closing Date:	Tuesday, 1st September 2026

Cancer Fund for Children’s mission is to ensure that no child or young person across the island of Ireland has to face cancer alone. The charity has over 30 years’ experience delivering support and services to children, teenagers and young adults living with cancer and their families.

Our aim is to connect, empower and strengthen children and young people and their families so they are better equipped to deal with the impact of cancer. We do this by providing emotional and social support in the family home, in communities across Ireland, on the hospital ward and at our therapeutic short break centre.

This is an exciting opportunity at a pivotal point in Cancer Fund for Children’s journey. The organisation has recently launched a new, ambitious strategy focused on expanding reach, income and impact across the entire island of Ireland. This position will add to our existing fundraising support and play a key role in raising both awareness and income, helping us be there for more children, young people and their families affected by cancer.

Role Overview

This is an exciting opportunity to lead and shape our Partnerships team in Northern Ireland, driving sustainable income growth that makes a lasting difference to the lives of children and young people with cancer and their families.

As Partnerships Lead, you will inspire and support a high-performing team while developing and strengthening strategic relationships with corporate partners, major supporters and corporate trusts and foundations, where appropriate. Working collaboratively across the organisation, you will identify new opportunities, negotiate impactful partnerships, and maximise the value of existing relationships to deliver ambitious income targets.

By securing long-term, meaningful partnerships, you will play a pivotal role in ensuring we have the sustainable funding needed to expand our reach, enhance our services, and fulfil our vision that no child faces cancer alone.

JOB DESCRIPTION

Main Responsibilities

Leadership & Management

- To lead and support the NI Partnership team to enable them to thrive in their roles and be successful in achieving the plans and budgets set for NI.
- To complete regular 121's and performance development meetings in line with HR practices.
- To ensure compliance across the team to fundraising and other relevant legislation such as data protection etc.
- To manage the wellbeing of the team, particularly during busier times.

Strategic Planning, Budget, and Analysis

- To contribute to the development of the Partnership and Philanthropy Strategy, the overall Income and Communications Strategy and contribute as required to the Organisation Strategy.
- Ensure a pipeline of corporate prospects and supporters is developed and managed on a monthly and quarterly basis.
- Work with the Manager to develop NI annual budgets and activity plans ensuring the weekly and monthly management of all, completing reports as required on performance.
- To ensure expenditure is managed in line with agreed budgets and to explore and optimise pro-bono and gift in kind support.
- Seek out, test, and develop new initiatives on an ongoing basis to progress and manage corporate partnership plans.
- Ensure the CFFC website is updated regularly by the team with relevant and impactful information to encourage corporate support. Ensure all relevant opportunities are explored and delivered through digital channels.
- Maintain an interest in corporate fundraising for continuous learning and improvement.

JOB DESCRIPTION

Optimise Corporate Partnerships and Support

- To provide high levels of support & donor care in maintaining, fostering, and enhancing relationships with existing, new and potential corporate contacts.
- To optimize the financial outcome of all leads generated from corporate fundraising.
- To develop and create new income generating corporate partnerships by researching and maximising leads provided from internal and external sources.
- To research, evaluate, develop, and implement new strategic and impactful corporate fundraising initiatives and campaigns, that will further enhance corporate fundraising income generation.
- To ensure the team optimise any crossover opportunities across other areas of income generation including payroll giving, events, annual campaigns.
- Prepare and deliver, presentations, fundraising proposals, partnership plans, and donor reports as required.

Other

- To optimise tax effective giving across key corporate and individual donors working closely with the Individual Giving team as relevant.
- To manage risk and implement key mitigations for key risks. To ensure screening of key partnerships to safeguard alignment with the values and ethics of CFFC.
- To ensure the CRM is used accurately to record income and communication with all contacts.
- To ensure active participation in wider team and organisation workshops, meetings etc.
- To represent Cancer Fund for Children at key events and conferences as relevant.
- To comply with all Cancer Fund for Children policies, procedures and guidelines and current legislative requirements.
- To perform any other reasonable duties and specific projects as assigned by management to contribute to the overall aims of Cancer Fund for Children.

PERSON SPECIFICATION

<u>Key Criteria</u>	<u>Essential</u>	<u>Desirable</u>
<i>Qualifications</i>	• Educated to degree level. OR • Minimum of 3 years' paid experience in a fundraising role within a not-for-profit organisation or related environment OR minimum of 3 years' paid experience in a sales/marketing/events role in the public or private sector.	• Equivalent educational qualifications
<i>Experience / Knowledge</i>	• Excellent written, verbal and presentation skills. • Proven track record in income generation and budgetary management. • Proven track record of negotiating corporate partnerships and negotiating contracts. • Demonstrable experience of securing large gifts and/or partnerships and maintaining successful relationships. • Ability to demonstrate initiative in achieving targets within a competitive environment. • Demonstrable experience of successfully executing cultivation & stewardship plans and retaining positive, key relationships. • Demonstrable experience of managing risk and due diligence in the context of visible public partnerships • Demonstrable experience of event management for stewardship and engagement. • Compliant with The Code of Fundraising Practice, and other relative legislation and best practice, i.e., GDPR, Gift Aid.	• Issues relating to children, young people and families dealing with cancer. • Knowledge of NI Funding Environment.
<i>Competencies</i>	• High level of technical ability with all usual computer software packages and data analysis and visualisation software [i.e., Microsoft Office, Adobe, MS Teams etc] Results driven with a focus on income generation at agreed and acceptable return on investment. • High attention to detail and numerate accuracy in analysing and using data and financial information, to write coherent reports.	

PERSON SPECIFICATION

<u>Key Criteria</u>	<u>Essential</u>	<u>Desirable</u>
	• Demonstrable relationship building skills with corporate and/or high value donor, trusts and foundations. • Leadership skills to motivate, coordinate and liaise with colleagues through excellent team-player skills whilst being able to delegate effectively to the right people at the right time. Ability to influence and nurture relationships with stakeholders for the long term. Is resilient, agile, and flexible and able to navigate challenges and obstacles successfully. Effective time management and organisational skills including the ability to manage a significant workload with competing priorities. • Excellent communicator across a diverse range of audiences at local and senior level. • Proven ability to work effectively across a wide range of internal and external stakeholders. Committed to producing the very best outputs with an ability to persist in pursuing goals despite obstacles. • Can provide appropriate empathetic responses to key stakeholders when required.	
<i>Job Circumstances</i>	• Ability to travel as required. • Driving licence or alternative means of flexible transport. • Work flexible hours including evenings each week and weekends. • Candidates must be legally entitled to work in Northern Ireland at the time of application.	

This job information is not intended to be either restrictive or definitive. It is important to note that the responsibilities of the post may change to meet the evolving needs of the charity.

NB: *The organisation reserves the right to enhance the above criteria to facilitate short-listing.*

WHY WORK FOR US?

At Cancer Fund for Children, we're driven by a simple but powerful mission:

To support children and young people impacted by cancer to feel safe, supported, and understood.

As Partnerships Lead NI, you will inspire and support a high-performing team while developing and strengthening strategic relationships with corporate partners. Working collaboratively across the organisation, you will identify new opportunities, negotiate impactful partnerships, and maximise the value of existing relationships to deliver ambitious income targets.

You'll join a compassionate, collaborative team that values:

- Connection - building strong, supportive relationships
- Compassion - delivering care that truly meets individual needs
- Courage - having important conversations that make a difference
- Ambition - continuously improving and expanding our impact

We recognise that this work is both rewarding and challenging. That's why we invest in our people—providing strong supervision, ongoing development, and a supportive team environment where you can grow and thrive.

This an opportunity to make a real and lasting difference in young people's lives.



WHAT WE OFFER YOU

We value and take care of our team. At Cancer Fund for Children, we offer employees:

Staff Development

- Organisation Wide Training Budget linked to Role, Strategic Plan, Individual Requests and Competencies
- Induction Programme
- Personal Development Plans
- Ongoing Supervision
- Continued Personal Development Support
- Regular Staff Information Days

Work Life Balance

- Standard 35 hour working week
- 28 Days Annual Leave and 11 Statutory Days
- Fixed Christmas Closure (requires 3 days annual leave)
- Day off for your Birthday
- Flexible Working Opportunities
- Time Off in Lieu (TOIL) in compensation of additional hours worked
- Career Breaks
- Family Friendly Policies

Social, Physical and Mental Health Wellbeing

- Health & Wellbeing Committee delivering organisational-wide initiatives
- Mental Health First Aiders
- Benenden Health Care Plan
- Cross-department team-working/volunteering opportunities

Financial Reward and Recognition

- Annual Increment to Top of Scale
- Pension Scheme
- Work Related Professional Membership Fees Paid
- Mileage Allowance at HMRC Rate
- Free Onsite Parking



HOW TO APPLY

Please complete the Application Form and Equal Opportunities Monitoring Form for this role. The deadline **for applications is midday on Tuesday 1st September 2026**. Applications should be made by email to: hr@cancerfundforchildren.com.

If you have any queries about the role or the application process, please contact hr@cancerfundforchildren.com.

Right to Work

All applicants must be legally entitled to live and work in Northern Ireland in accordance with relevant immigration legislation.

Equality Monitoring and Criminal Convictions Disclosure

Along with the application form, you will be asked to complete the Equal Opportunities Monitoring Form.

Shortlisted applicants will also be asked to complete a confidential disclosure form regarding any unspent criminal convictions. Neither of these will be disclosed to anyone involved in shortlisting your application.

Disability

The Disability Discrimination Act defines disability as a 'physical or mental impairment which has a substantial and long-term effect on the person's ability to carry out normal day-to-day activities.

If you consider yourself to have a disability relevant to the role you are applying for, please contact our People & Culture Team. They will ensure your application is handled fairly and will endeavour to put in place any necessary arrangements or reasonable adjustments to support you during the recruitment process and, if successful, in carrying out your duties.



TIMELINE

Application Form and Equal Opportunities Monitoring form to be received no later than **midday on Tuesday 1st September 2026**. Please quote reference: **PL-NI-26-06**.

Interviews

Interviews will take place **on 7th & 8th September 2026** at our head office in Belfast.

Equal Opportunities

Cancer Fund for Children is an equal opportunities employer and we welcome applications from all suitably qualified persons.'



Please address any enquiries relating to the advertised position, and your submission to:

Joanne Symington
People & Culture Officer
Cancer Fund for Children
E: hr@cancerfundforchildren.com

www.cancerfundforchildren.com