



cancer fund
for children

INFORMATION PACK

Community Lead

August 2026



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WELCOME

Dear Candidate,

Thank you for your interest in the role of Community 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.

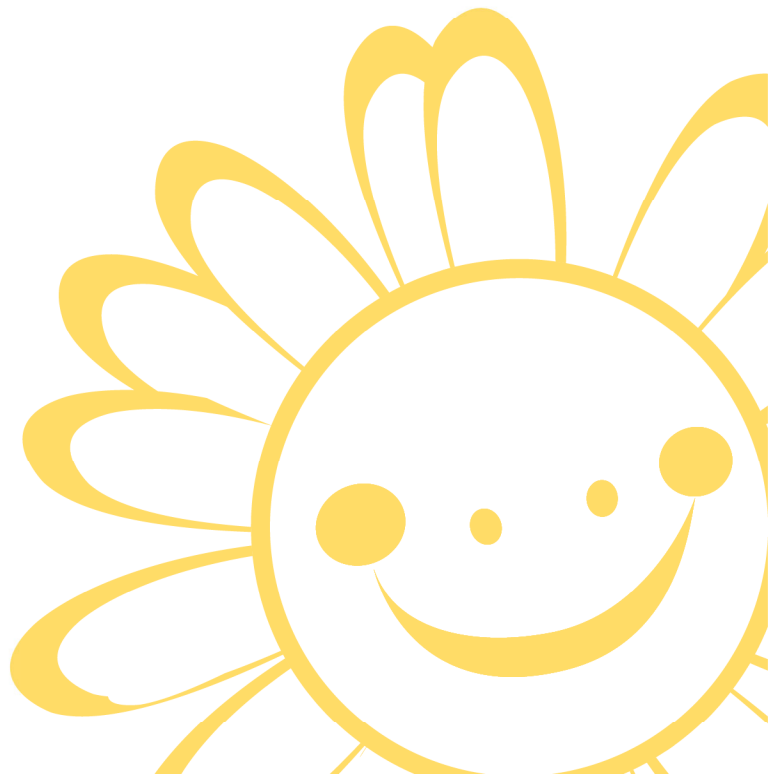
They shape our vision and drive our mission, guiding our decisions, actions, and relationships.

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 Irish 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

We have a Youth Support Worker who offers age-specific support to adolescents and young adults (11-24) in St. John's Ward, Crumlin, where they receive cancer treatment. We provide opportunities for group activities on the ward and run Young Adult short breaks (18-24yrs) to provide opportunities for peer connection with others who have had a similar experience.

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: We will listen to children and young people and ensure their voices are at the heart of our organisation.

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

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 aligned with our evolving needs and aspirations.



JOB DESCRIPTION

Role:	Community Lead
Reporting to:	Fundraising Manager
Direct Reports:	Regional Fundraiser x 2 Develop up to 2 more regional fundraising roles nationwide.
Hours:	35 hours per week
Salary & Benefits:	Pay Points 34-39 {€43,421-€47,745} pp commensurate with experience"
Location:	Leinster or Connacht based – Remote/ office based
Date:	August 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 the island of Ireland, on the hospital ward and at our therapeutic short break centre.

We work with intelligence, purpose, enthusiasm, and energy.

Role Overview

The Community Fundraising Lead (Republic of Ireland) will lead the development, growth and delivery of Cancer Fund for Children's Community Fundraising Programme across the Republic of Ireland. Reporting to the National Fundraising Manager (ROI), this is a key leadership role responsible for growing community fundraising income in line with the organisation's ambitious service expansion across the Republic of Ireland.

Working closely with the National Fundraising Manager, the postholder will help shape and implement the Republic of Ireland Community Fundraising Strategy, identifying opportunities to grow income, expand regional presence and develop sustainable community fundraising products, partnerships and volunteer engagement.

The Community Fundraising Lead will provide leadership to an initial team of two Community Fundraisers, with responsibility for developing the team and supporting future growth as the community fundraising programme expands.

The role requires a strategic, innovative and collaborative leader who can build strong relationships, develop high-performing teams and create meaningful supporter experiences that inspire long-term engagement with Cancer Fund for Children.

JOB DESCRIPTION

Main Duties and Responsibilities

1. Leadership & Team Development

- Lead, coach and develop the Republic of Ireland Community Fundraising Team to deliver agreed income and engagement targets.
- Create a high-performing, collaborative team culture through effective performance management, coaching and development.
- Support the recruitment, induction and future expansion of the Community Fundraising Team in line with organisational growth.
- Work closely with the National Fundraising Manager to develop capability, succession planning and future team structures.

• Community Fundraising Strategy & Growth

- Support the National Fundraising Manager in developing and delivering the Republic of Ireland Community Fundraising Strategy.
- Identify new opportunities to grow community fundraising income across Ireland, ensuring activity aligns with organisational priorities and service expansion.
- Develop innovative fundraising products, campaigns and community initiatives that attract new supporters and maximise income.
- Monitor fundraising trends, supporter insight and market developments to continually evolve the programme.
- Build regional fundraising plans that maximise opportunities across local communities.

2. Income & Performance Management

- Contribute to the development of annual budgets and income targets.
- Manage agreed income and expenditure budgets for the Community Fundraising Programme.
- Monitor performance against KPIs, analysing results and identifying opportunities for improvement.
- Provide regular reports and insight to the National Fundraising Manager.
- Ensure all activity delivers strong return on investment and complies with organisational financial procedures.

3. Programme Development

- Lead the development and delivery of the Republic of Ireland Community Fundraising Programme.
- Develop community fundraising products including DIY fundraising, community events, schools, clubs, workplaces and local partnerships.
- Build strong relationships with community organisations, volunteers and supporters.
- Develop supporter journeys that maximise recruitment, retention and lifetime value.
- Work collaboratively with Corporate, Philanthropy, Marketing & Communications and Services teams to maximise fundraising opportunities.

JOB DESCRIPTION

4. Supporter & Volunteer Recruitment & Retention

- Support the team on the development of a new Volunteer Programme, identifying opportunities for volunteer hubs, and ensuring a mutually beneficial volunteer recruitment and retention programme that enables long term support.
- Develop and ensure management across the team of excellent stewardship plans for all supporters and volunteers, ensuring a key focus on retention and ensuring they feel valued, supported, and informed on the impact of their generous support.
- Develop and maintain sustainable relationships with supporters in local communities, working with the team to develop all island of Ireland partnerships, and strong regional community partnerships.
- Develop and deliver coherent, measured inspiring supporter journeys that are delivered across the team.

5. Cross-Organisational & All-Island Collaboration

- Work closely with the National Fundraising Manager (ROI), Community Fundraising colleagues in Northern Ireland and the wider fundraising leadership team to support the development of community fundraising across the island of Ireland.
- Build strong collaborative relationships with colleagues across fundraising, services, marketing and communications to maximise supporter engagement and fundraising opportunities.
- Share insight, innovation and best practice across teams, contributing to the continuous development of community fundraising across the organisation.
- Contribute to cross-functional and all-island projects, campaigns and organisational initiatives as required.
- Foster a collaborative, one-team culture, ensuring consistency of approach while recognising the differing opportunities across the Republic of Ireland and Northern Ireland.

6. General Duties

- To represent Cancer Fund for Children and act as a confident and passionate spokesperson when required.
- To network within the charity sector and keep abreast of developments within the sector and other relevant sectors, to keep informed of changes in fundraising trends and best practice and keep own knowledge up to date.
- To perform any other reasonable duties and specific projects as assigned by management to contribute to the overall aims of the Cancer Fund for Children.
- To comply with all Cancer Fund for Children Policies, Procedure, and Guidelines.

PERSON SPECIFICATION

<u>Key Criteria</u>	<u>Essential</u>	<u>Desirable</u>
<i>Experience / Knowledge</i>	• At least 4 years' experience in community fundraising or a comparable fundraising environment. Demonstrable experience of delivering sustainable fundraising income growth. Experience of leading or managing people. • Experience of developing fundraising plans and delivering against ambitious income targets. • Experience using CRM systems to manage supporter relationships and performance. • Strong relationship management, influencing and stakeholder engagement skills. • Excellent planning, organisational and analytical skills. • Strong communication and presentation skills. • Experience of using a Fundraising Database/CRM to optimise donor experience, income, and reporting. • A proven track record in working with others to devise and implement plans. • Highly developed negotiation and stewardship skills with a proven track record in nurturing relationships for the long term, to ensure supporters, donors and partners feel valued and informed of the impact of their fundraising/donations. • Demonstrate effective approaches to problem solving and decision making.	• Experience of developing or significantly growing a community fundraising programme or income stream. • Experience of managing a team in varied locations. • Working in an environment that included volunteers. • Experience of the Irish Fundraising environment . • Knowledge of Issues relating to children, young people and families dealing with cancer.

PERSON SPECIFICATION

<u>Key Criteria</u>	<u>Essential</u>	<u>Desirable</u>
	Highly developed communications and presentation skills with experience of a wide variety of people and organisations.	
Competencies	- Supporter-driven: can develop highly productive working relationships with supporters. - Results driven: has a focus on income generation at agreed and acceptable return on investment. - Resilience: does not give up easily and is focused on the agreed outcome Initiative and creativity: ability to spot and grasp opportunities and is capable of coming up with creative ways to differentiate Cancer Fund for Children's position in the crowded fundraising marketplace. - Efficiency and effectiveness: manage and prioritise complex pieces of work, operate under pressure to deliver good results when faced with challenges. - Communication and influence: can present complex ideas (orally and in writing) in a compelling way and produce excellent written materials. - Drive: committed to producing the very best outputs with an ability to persist in pursuing goals despite obstacles. - Adaptability and flexibility: ability to work in different environments with a wide range of people and profiles.	

PERSON SPECIFICATION

<u>Key Criteria</u>	<u>Essential</u>	<u>Desirable</u>
Job Circumstances	• Ability to travel independently*, including overnights, as required to ROI and NI on occasion as required. • Please note this role expects monthly travel team meetings in Maynooth office. • Ability to work unsocial hours as required for key events/campaigns. • Committed to Cancer Fund for Children's vision and mission. <i>* Cancer Fund for Children defines this as being a car driver and a holder of driving licence, or having access to a form of transport which will permit the applicant to meet the demands of the role and travel across the island of Ireland as required.</i>	

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 organisation.

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 Community Lead, you will inspire and support a high-performing team while developing and strengthening strategic relationships throughout the community.

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 10 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
- Private Healthcare
- 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



HOW TO APPLY

The deadline for applications is midday on **11th September 2026**.

Please return the completed application form in confidence by email to hr@cancerfundforchildren.com, quoting reference or; by post to The People & Culture Officer, Cancer Fund for Children, Curlew Pavilion, Portside Business Park, Airport Road West, Belfast, BT3 9ED, quoting reference: **CL-ROI-26-08**.

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

Garda Vetting

All successful applicants will be required to undergo a Garda Vetting check (refer to Garda Vetting guidelines for criteria).

Right to Work

Candidates must be legally entitled to work in Ireland at the time of application and hold the relevant documentation, as required under the Irish Employment & Immigration law.

Disability

In line with the Employment Equality Acts 1998-2015, Cancer Fund for Children take seriously its obligation to make "appropriate measures" or reasonable accommodations to ensure people with disabilities are not substantially disadvantaged during the application, assessment, and selection processes.

If you consider yourself to have a disability relevant to the position for which you are applying, please contact our People & Culture Team, who will ensure that your application is processed fairly. They will also endeavor to make specific arrangements/carry out any reasonable adjustments necessary to assist you in completing your duties if appointed to the post.



TIMELINE

Application Form to be submitted by midday on 11th September 2026.

Interviews

Interviews will take place on 31st September and 1st October 2026.

Equal Opportunities

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

It is our policy to provide employment equality to all, irrespective of:

- Gender
- Gender reassignment
- Marital or civil partnership status
- Pregnancy and Maternity
- Religious belief or political opinion
- Race (including colour, nationality, ethnic or national or national origins, being an Irish Traveller)
- Disability
- Sexual orientation
- Age

Please address any enquires 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