



Events Officer Candidate Information

September 2024

The Institute of Cancer Research

About our organisation

We are one of the world's most influential cancer research institutes with an outstanding record of achievement dating back more than 100 years. We are world leaders in identifying cancer genes, discovering cancer drugs and developing precision radiotherapy. Together with our hospital partner The Royal Marsden, we are rated in the top four centres for cancer research and treatment worldwide. As well as being a world-class institute, we are a college of the University of London.

We came second in the league table of university research quality compiled from the Research Excellence Framework (REF 2021). We have charitable status and rely on support from partner organisations, charities, donors and the general public.

We have more than 1000 staff and postgraduate students across three sites – in Chelsea and Sutton.

Development Office

The Development Office is responsible for fundraising and philanthropic income across the ICR, maximising support from major donors, individuals, trusts, corporates, charity partners and events. We have a proud track record of performing at a consistently high-level year on year, raising in excess of £13m per annum. We have ambitions to grow this significantly in the next few years.

Join us to help our scientists make the discoveries that are so urgently needed to improve cancer patients' lives.

Events Officer

Candidate Information

Our Values

The ICR has a highly skilled and committed workforce, with a wide variety of roles, each requiring different skills. But whether you work as a researcher, or work as part of our corporate team, your work and behaviour is underpinned by these six values. They are what bring us together as one team - as 'One ICR'.



Pursuing excellence

We aspire to excellence in everything we do, and aim to be leaders in our field.



Acting with Integrity

We promote an open and honest environment that gives credit and acknowledges mistakes, so that our actions stand up to scrutiny.



Valuing all our people

We value the contribution of all our people, help them reach their full potential, and treat everyone with kindness and respect.



Working together

We collaborate with colleagues and partners to bring together different skills, resources and perspectives.



Leading innovation

We do things differently in ways that no one else has done before, and share the expertise and learning we gain.



Making a difference

We all play our part, doing a little bit more, a little bit better, to help improve the lives of people with cancer.

Our mission is to make the discoveries that defeat cancer.



Our values set out how each of us at the ICR, works together to meet our mission – to make the discoveries that defeat cancer.

They summarise our desired behaviours, attitudes and culture – how we value one another and how we take pride in the work we do, to deliver impact for people with cancer and their loved ones.”

Professor Kristian Helin
Chief Executive

Events Officer

Candidate Information

Job description

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| Department / division: | Development and Communications Directorate |
| Pay grade / staff group: | Professional Services Grade 5 |
| Hours / duration: | Full time 35 hours per week, Monday to Friday |
| Reports to: | Events Manager |
| Main purpose of the job: | To play a role in delivering a programme of cultivation and stewardship events in support of the ICR's major gifts programme |

Duties and responsibilities:

To assist with coordinating the development and delivery of the annual Special Events calendar, including three annual donor receptions and Carols from Chelsea.

To plan and deliver the ICR's annual Supporter Tea, including producing and sending invitations, liaising with the venue, drafting speeches, dealing with guest queries and briefing attending scientists.

To take responsibility for organising key elements of all special events, such as catering, provision of 'on the night' staffing, space/location booking and AV provision and liaison with Health & Safety.

To build guest lists for cultivation and special events, liaising with the appropriate fundraising teams and making full use of the ICR's fundraising database, and to record, monitor and report responses to those invitations.

To liaise with the Prospect Research team to ensure guest briefings are prepared and circulated well in advance of the occasions and to liaise with the Gift Administration team on ticket income and/or receipt of sponsorship income.

To offer high-quality administrative/support service (such as taking minutes) to Event Committees, including Carols from Chelsea.

To prepare correspondence connected with event activity – e.g. preparing event participant correspondence.

Undertake any additional duties as necessary to ensure the smooth and effective execution of all responsibilities within the Events Officer role.

Events Officer

Candidate Information

General

All staff must ensure that they familiarise themselves with and adhere to any ICR policies that are relevant to their work and that all personal and sensitive personal data is treated with the utmost confidentiality and in line with the General Data Protection Regulations

Any other duties that are consistent with the nature and grade of the post that may be required.

To work in accordance with the ICR's Values.

To promote a safe, healthy and fair environment for people to work, where bullying and harassment will not be tolerated.

This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or development.

Person specification

Skills

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| Previous experience of event organisation in a professional capacity | Essential |
| Good level of experience of using a donor/customer relationship management system such as The Raiser's Edge | Essential |
| Good written and communication skills with an excellent telephone manner | Essential |
| Must be extremely well-organised, calm and with strong administrative skills | Essential |
| Numerate and able to monitor budgets | Essential |

Education and Knowledge

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| Educated to degree level or equivalent. | Desirable |
| Understanding of the basic principles of event management. | Essential |
| Understanding of the basic principles of fundraising. | Essential |

Events Officer

Candidate Information

Benefits

We offer a fantastic working environment, great opportunities for career development and the chance to make a real difference to defeat cancer. We aim to recruit and develop the best – the most outstanding scientists and clinicians, and the most talented professional and administrative staff.

The annual leave entitlement for full time employees is 28 days per annum on joining. All staff receive an additional three days at Christmas.

Staff membership to the Universities Superannuation Scheme (USS) is available. The USS is a defined benefit scheme and provides a highly competitive pension scheme with robust benefits. The rate of contributions is determined by USS and details of the costs and benefits of this scheme can be found on their website. If staff are transferring from the NHS, they can opt to remain members of the NHS Pension Scheme.

We offer a range of family friendly benefits such as flexible working, a parents' group, and a maternity mentoring scheme. Other great benefits include interest free loans for discounted season tickets for travel and bicycle purchases, access to the NHS discounts website, a free and confidential Employee Assistance Programme which offers a range of well-being, financial and legal advice services, two staff restaurants, and access to a gym and sporting facilities at our Sutton site.

Further information

You may contact Sophie Platts-Martin for further information by emailing sophie.platts-martin@icr.ac.uk. This job description is a reflection of the current position and is subject to review and alteration in detail and emphasis in the light of future changes or development.