



**Everyman Male Cancer Campaign
at The Institute of Cancer Research
Fundraising & PR**

Position: Volunteer Fundraising Assistant
Employer: Everyman at The Institute of Cancer Research
Location: Chelsea
Contract: Three months, April – June 2010 (with possibility of extension)
Hours: 3 days a week
Benefits: Travel and subsistence allowance

In 1997, The Institute of Cancer Research one of the worlds leading cancer research organisations, set up the Everyman campaign to raise awareness and funds for our scientists' research into testicular and prostate cancer. As part of this campaign we work closely with The Football Association and Professional Footballers' Association on the Keep Your Eye On The Ball initiative to raise awareness and funds for our research specifically through the football community.

An enthusiastic and highly motivated individual is required to join the Fundraising Team to support our fundraising activities for Keep Your Eye On The Ball. Working within a busy and dynamic office environment, the successful applicant will provide support to both the Keep Your Eye On The Ball Project Team and the Sports Team which delivers the Keep Your Eye On The Ball run for men.

Gaining a wide spectrum of on the job experience related to fundraising and events, duties will include a broad range of administrative tasks, liaising closely with football clubs and media agencies across the UK, dealing with telephone and written enquiries, updating the Keep Your Eye On The Ball website, social networking sites and the fundraising database.

Educated to A level or equivalent with experience of working within an office environment is required. An excellent telephone manner and strong interpersonal skills are essential.

To apply, please email a copy of your CV and covering letter outlining how you meet the attached person specification (including the name and address of a referee) to carrie.williams@icr.ac.uk, alternatively you can send your application via post to:

Carrie Williams, Everyman, 123 Old Brompton Road, London SW7 3RP.

Closing date: 6th April 2010

Everyman Male Cancer Campaign

JOB DESCRIPTION

JOB TITLE	Volunteer Fundraising Assistant
SECTION/TEAM	Supporter Fundraising
RESPONSIBLE TO	Head of Supporter Fundraising

OBJECTIVE OF THE POST

To provide administrative support to the Supporter Fundraising Team specifically for the football related Keep Your Eye On The Ball initiative.

RESPONSIBILITIES/DUTIES:

To support the Keep Your Eye On The Ball initiative through liaison with football clubs and media agencies to secure advertising space in matchday programmes, on club websites and in football related media.

To provide administrative support to the annual football-themed Keep Your Eye On The Ball Run for men in London and Sheffield.

To edit and update the Keep Your Eye On The Ball website with supporter news and highlights.

To post regular communication to supporters through our social network sites on Facebook and Twitter.

To complete relevant research on football related activities for future approaches or marketing opportunities as directed by the Keep Your Eye On The Ball project manager.

To provide general administrative support to the Supporter Fundraising Team.

PERSON SPECIFICATION

Job Title: Volunteer Fundraising Assistant

Section/Team: Supporter Fundraising

<u>Person Specification</u>	Essential or Desirable?
<i>Education & Knowledge</i>	
Educated to A Level or equivalent	Essential
Educated to degree level	Desirable
Knowledge and interest in football	Desirable
Knowledge and interest in social networking sites	Desirable
<i>Skills</i>	
Excellent administrative skills, including accurate typing	Essential
Ability to work under pressure, manage time effectively, prioritise and work to deadlines	Essential
Excellent interpersonal and organisational skills and a strong and friendly telephone manner	Essential
Computer literate	Essential
Excellent written and verbal communication skills	Essential
Thorough attention to detail and the ability to ensure highest standards of accuracy are present in all communications with supporters and external agencies	Essential
Experience of web editing and copy writing for websites	Desirable
<i>General</i>	
Confident and enthusiastic, highly motivated, a good team player	Essential
Willingness to learn and develop	Essential
A self starter	Essential