

February 2025

**CHIEF EXECUTIVE OFFICER**

**APPLICATION PACK**

[moveagainstcancer.org](http://moveagainstcancer.org)



**MOVE  
AGAINST  
CANCER.**

# OVERVIEW

## CEO Role

### About MOVE Against Cancer

MOVE Against Cancer (MOVE) is a charitable organisation inspiring, supporting, and empowering people to move against cancer. We are committed to improving the lives of individuals living with and beyond cancer by promoting physical activity, wellness, and movement. We believe every individual impacted by cancer should receive the necessary resources and information to engage in and maintain an active lifestyle.

### Our Work

- an 8-week online programme for 13-30-year-olds
- a community-based network of 5k Your Way groups
- an online resources hub of workshops, information and inspiring stories.

### The Team

The MOVE Team is a strong, motivated and growing team, who love MOVE Charity and the difference we make. We are building a strong network of passionate and skilled volunteers to support our programmes and communities.



# INTRODUCTION

## Our Journey

MOVE Charity believes every individual impacted by cancer should receive the necessary resources and information to engage in and maintain an active lifestyle.

In 2012, at the age of 24, international athlete Gemma Hillier-Moses was diagnosed with Burkitt lymphoma. She wanted support to stay active during and after her treatment but it just didn't exist. Four years later Gemma founded **MOVE** to fill that gap. The charity's early mission was to support children and young people through cancer rehabilitation. In 2018 oncologist Dr Lucy Gossage came on board. With a background as a professional triathlete Lucy believes passionately in the power of movement for those living with and beyond cancer. Together Lucy and Gemma created 5k Your Way, an empowering and inspiring cancer support group, that encourages anyone impacted by cancer to live an active and fulfilling lifestyle.



# CEO - THE ROLE

## Position Overview

The Chief Executive Officer (CEO) will lead MOVE Against Cancer in its next phase of growth, ensuring that our programmes continue to make a meaningful impact in the lives of those living with and beyond cancer. The CEO will be responsible for the development and execution of a comprehensive strategy to ensure the organisation's financial growth, programmatic excellence, and alignment with its mission. This role will require a visionary leader with experience in charity management, HR, fundraising, strategic planning, and navigating the dynamic landscape of cancer support.

## The MOVE Against Cancer team you will be working with:

- Programme Lead
- Marketing and Communications Team
- Fundraising Manager
- Programme Coordinator
- Community Engagement Coordinator
- Cancer Rehabilitation Specialists
- 500+ Volunteers and Ambassadors



# CEO - KEY RESPONSIBILITIES

## Key Responsibilities

- Income Generation & Financial Responsibility
- Lead the development and execution of MOVE Against Cancer's income generation strategy across a diverse range of funders, including trusts and foundations, business partnerships, individual and community fundraising.
- Create and manage a realistic, achievable annual budget, ensuring that all financial performance aligns with organisational goals.
- Monitor and report on the organisation's financial performance, providing regular, accurate updates to the Trustees.
- Develop relationships with current and potential funders, reporting back on the impact of their donations and securing further financial support.
- Identify new opportunities to diversify and maximise income streams to support organisational growth, ensuring that the charity can meet its long-term goals.
- Oversee compliance with fundraising regulations, ensuring that all fundraising activities adhere to legal and ethical standards.
- Ensure monthly financial reporting and performance tracking, reviewing risks, and taking corrective actions as necessary.

## Strategy

- Lead the sustainable growth of MOVE Against Cancer, ensuring that the organisation adapts to the evolving landscape of cancer support and related sectors.
- Work with the Board to regularly review and refine the organisation's strategy, ensuring it remains responsive to external changes and opportunities.

## HR, Compliance & Infrastructure Management

- Ensure compliance with all relevant legislative, regulatory, and policy requirements, including health and safety, Charity Commission guidance, safeguarding, and fundraising regulations.
- Oversee data protection policies, ensuring that MOVE Against Cancer meets all General Data Protection Regulation (GDPR) and data privacy laws.
- Develop and review organisational policies and procedures at appropriate intervals to ensure best practices and compliance with regulations.
- Establish a continuous improvement framework, gathering feedback and data to guide the organisation's strategic direction and operational excellence.
- Coordinate with senior leadership to ensure that all services meet or exceed the expectations of funders, partners, and beneficiaries.

## Stakeholder Relationships

- Protect and enhance the reputation of MOVE Against Cancer by acting as the organisation's spokesperson
- Actively seek collaborations and partnerships with other charities, NHS Trusts, and relevant statutory bodies to strengthen MOVE Against Cancer's impact.



# PERSON SPECIFICATION

## Qualifications & Experience

- Significant experience in growing and leading a charitable (or similar) organisation, with a proven track record of success in expanding reach and impact.
- Previous experience leading a charitable (or similar) organisation, including strategic planning, governance, and financial management.
- Demonstrated experience in leading and executing a comprehensive fundraising strategy, including managing major donor relationships, grants, corporate partnerships, and community fundraising campaigns.
- In-depth knowledge and experience of cancer support services and the challenges faced by people living with and beyond cancer, including their families.
- Strong track record of working collaboratively with internal teams, partners, and stakeholders to achieve shared goals.
- Excellent communication, public speaking, and relationship-building skills, with the ability to engage a variety of stakeholders including funders, healthcare professionals, and the public.

## Personal Attributes

- Visionary, strategic thinker with the ability to lead a diverse team and create long-term value for the charity.
- Strong commitment to the mission of MOVE Against Cancer and a passion for improving the lives of those living with and beyond cancer
- A passion for movement and physical activity, with the motivation to promote its importance
- Strong interpersonal skills, able to build trust and credibility with a wide range of stakeholders.
- Committed to diversity, equity, and inclusion, with the ability to create an inclusive environment within the organisation.

# MOVE BENEFITS

**Location:** Remote, with occasional travel for events, workshops and meetings (Please note that this role is only available for applicants with the right to work in the UK)

The post is subject to a six months' probationary period. We understand the importance of a work-life balance and respect individual needs. We offer a full-time position but we are also open to considering requests for a 4-day work week or part-time role for candidates with the right experience.

**Annual Leave:** Generous allocation of 28 days of holiday leave (pro rata if part-time)

**Special Day Off:** Your Birthday

**Extended Holiday Break:** Our charity closes down in between Christmas and New Year, giving you the opportunity to enjoy some additional time off over the festive period.

**Pension Benefits:** Pension plan through NEST (National Employment Savings Trust)

**Flexible Working Arrangements and Hours:** We believe in empowering our employees to manage their time effectively. This is a remote working role (within the UK) with travel for team meetings and other work-related events.

**Contract type:** 1 year fixed term



# HOW TO APPLY

## How To apply:

- Produce a document no longer than 2 sides of A4, outlining why your skills, experience and personal motivation make you the right person for this role. Please also attach your CV. We discourage the use of AI to write your application.
- Please provide name and contact details of two referees that we would contact if shortlisted.
- Please use your name in the subject header of the email and the file name of the document.
- Please send these to **recruitment@movecharity.org**
- For an informal discussion before applying, please email interim charity lead [recruitment@movecharity.org](mailto:recruitment@movecharity.org)
- **Closing date to apply for this role is Wednesday 19th March**
- If you would prefer to submit your application in an alternative format, please feel free to choose your own approach to convey the information requested.

## Equal Opportunities and Diversity Statement:

MOVE Against Cancer is an equal opportunities employer, values diversity and is strongly committed to providing equal employment opportunities for all employees and all applicants for employment.

# THE INTERVIEW PROCESS

## Key Application and interview information:

Interviews will take place in Manchester and will include a stakeholder meeting.

## Data Protection Statement

For information about how we use your data, please contact us.

## Safeguarding

Move Against Cancer is committed to ensuring the safety and wellbeing of all individuals who participate in our programmes and all staff and volunteers. Successful candidates will be required to carry out a disclosure and barring check.



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