



### Regional Relationships Coordinator

We are looking for a passionate, enthusiastic and organised team player to play a crucial role in supporting the UK-wide regional relationships team of Bloodwise – the blood cancer charity.

If you have a flair for administration, excellent customer/supporter service skills with a can-do attitude, and are passionate about working to support people affected by blood cancer then this could be the job for you!

The closing date for this exciting opportunity is: **9am on Thursday 28<sup>th</sup> November**

*Please note that we may bring forward the closing date at our discretion.*



*Bloodwise values diversity and is an equal opportunities employer*



## ABOUT US

We are Bloodwise, and we want to change the world for all blood cancer patients. Every year we stop more people dying of blood cancer and our researchers are even working to stop people developing blood cancer in the first place.

We're the UK's specialist blood cancer charity and our vision is clear: we're here to beat blood cancer and we've been working to do this since 1960.

We fund world-class research; provide information and support to patients and their loved ones; and raise awareness of blood cancer. Since 1960 we have invested more than £500 million in blood cancer research in the UK. Where we've invested, survival rates and quality of life have improved.

We're proud to say that UK blood cancer research leads the world, thanks to the money we've been able to invest because of our supporters and fundraising. But we still have so much more to do: blood cancer is the 5<sup>th</sup> most common cancer and sadly it is the 3<sup>rd</sup> biggest cancer killer in the UK claiming more lives than either breast or prostate cancer.

We improve the lives of blood cancer patients with cancers such as leukaemia, lymphoma and myeloma because we believe everyone should be able to live their life to the full. We've been working to beat blood cancer for over 50 years and we won't stop until we do. Be a part of our story and help us change the world.

## JOB DESCRIPTION AND PERSON SPECIFICATION

Role	Regional Relationships Coordinator	Location	Edinburgh
Contract Type	Permanent	Contract Length	N/A
Salary	From £24,433	Intended start date	ASAP

### CONTEXT

Since its creation in 1960, Bloodwise has established a formidable relationship which scientists, clinicians, supporters and stakeholders and has raised nearly £500 million for investment in blood cancer research. In that time research has taken us from a position where survival from any blood cancer was measured in weeks and months to a future where beating blood cancer is a very real possibility. These achievements have brought new challenges in particular for those who now live with long-term chronic conditions and the emotional, physical and practical demands that this places on patients, their families and friends and the services that provide treatment and care. Much has been achieved but there is still much to do.

This is an exciting time to be joining Bloodwise. Our new CEO has already brought new energy, insight and ideas to the organisation and there is a real buzz as we look to the future building on all the great work that has gone before.

The Fundraising and Marketing Directorate raises over £15m, but we need to grow income significantly over the next five years to fund the life changing scientific breakthroughs in blood cancer research. The Relational Relationships & Supporter Relations Team will play a pivotal role in this income growth.

This role will work closely with the Senior Regional Relationships Manager to help implement a programme of change to galvanise the huge potential of our supporters across the UK and help us make the step change in income which will drive the research discoveries which will save lives.

### MAIN PURPOSE

#### **Purpose of Role:**

To assist the Senior Regional Relationships Manager to carry out the fundraising plan to ensure growth of sustainable net income for the region.

## KEY RELATIONSHIPS

<b>Reports to</b>	Senior Regional Relationship Manager
<b>Line management responsibilities</b>	N/A
<b>Key relationships</b>	<p><b>Internal contacts:</b> Fundraising &amp; Marketing department, Insight &amp; CRM, Research &amp; Policy Communications &amp; Information &amp; Patient Support Services</p> <p><b>External contacts:</b> Bloodwise's current Supporters, potential Supporters and Fundraising Volunteers</p>

## MAIN RESPONSIBILITIES

- To support the Senior Regional Relationships Manager on management of central processes to help grow the number of Regional supporters across the UK and maximise income.
- Contribute to the Regional Relationship's team planning and the Public Fundraising & Individual Giving Division's strategic plans and provide information to feed into management reports as required.
- Provide support to the Regional Relationships Managers across the UK, especially in relation to providing fundraising support to our Community Groups.
- To ensure effective and best use of fundraising materials and other material resources across the team.
- To complete the required administration to ensure that local fundraising activities meet legal requirements.
- To create and manage records on Civi Database accurately and ensure supporter records reflect their relationship with us and can be clearly understood by colleagues across the charity.
- Be an ambassador, supporting the delivery of Bloodwise's vision and ensuring that the charity's profile and reputation are enhanced.
- Build relationships to help build understanding of the Regional Relationships Team. Ensure that you work actively with other colleagues and wider organisational goals.
- Champion Regional relationship engagement and activity to ensure that organisationally we are maximising our interactions most effectively for the greatest return.
- Be open to innovation and improvement in all areas through research and development and horizon scanning for new opportunities.

### General

- Carry out any other duties as appropriate as agreed by Regional Relationships Manager

## THINGS WE ALL DO

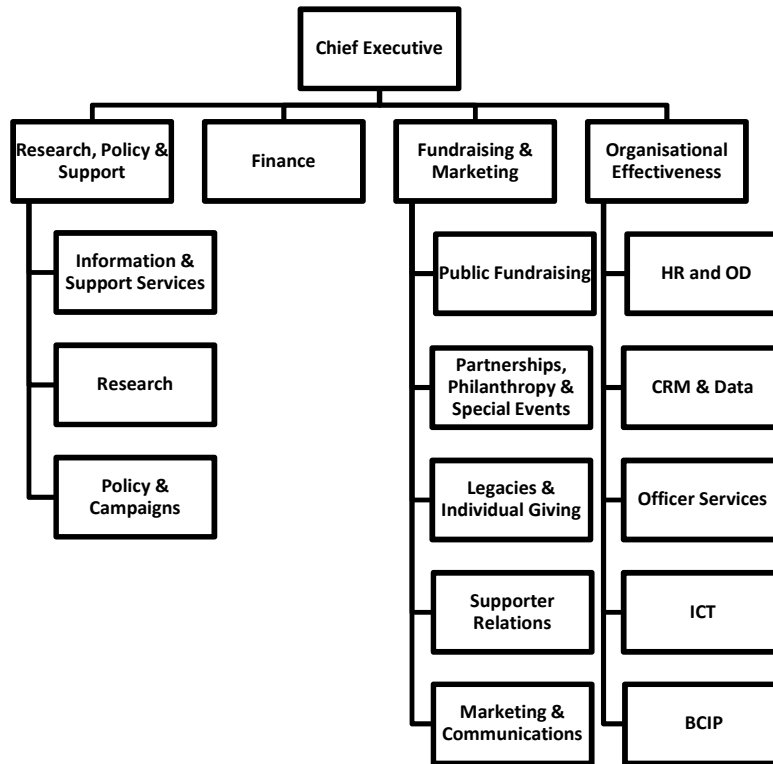
- Promote Bloodwise's vision, mission and core values (Connected, United, Respect, Excellence).
- Attend and assist at Bloodwise events and activities as required (NB this involves evening and weekend work)
- Be an effective ambassador for Bloodwise at any activity you attend
- Develop an in-depth understanding of our work
- Follow the principles of LEAN
- All staff are expected to adhere to Bloodwise's policies and procedures
- Do any other reasonable things your manager needs you to do

## PERSON SPECIFICATION

Skills knowledge and experience	
Essential	
1	Experience in one or more of the following: community/Regional fundraising, mass participation product fundraising; treks/marathons/challenge event management, Regional corporate fundraising, student engagement
2	Experience in customer care/public relations/other role involving significant communications skills
3	Excellent interpersonal, networking and relationship building skills and ability to represent the charity externally.
4	Experience of using a charity CRM system
5	Understanding of blood cancer issues (or willingness to develop knowledge of these issues) and the ability to deal sensitively and empathetically with these issues in practice
6	Ability to communicate complex information such as medical research to a well-informed donor
7	Ability to stay calm and work effectively under pressure
8	Ability to work well within a team and independently, undertaking own administrative tasks as required
9	Self-motivated, flexible and adaptable
10	Flexible, diplomatic, assertive, with good relationship management skills
11	Energy and willingness to work outside of 'normal' office hours
12	Experience of working with non-fundraising staff and with volunteers to support the charity and raise money
13	Supports a culture of continuous improvement
14	A commitment to equal opportunities and diversity and the aims and values of Bloodwise

## THE TEAM ORGANOGRAM

Now you have read about the role, to help you get a better feel of where it sits in Bloodwise here is a simplified organogram.



## SHORTLISTING AND INTERVIEWS

Bloodwise is an equal opportunities employer and we are committed to ensuring all applications are treated fairly. All applications are subject to our shortlisting process; so if you're shortlisted we will contact you and invite you to attend an interview. We'll also tell you if there will be any skills tasks to complete as part of the recruitment process.

If you do not hear from us within 2 weeks after the closing date, your application has not been successful.

## FOR FURTHER INFORMATION ABOUT US

See our website <https://bloodwise.org.uk/>

## THE GOOD STUFF WORKING AT BLOODWISE

Apart from all the hard work we do, there are some really good benefits to working at Bloodwise:

<p><b>Annual Leave</b> Entitlement is 25 days per year rising to 26 days after 2 years' service then 27 after 4 years' service; we will usually close the office between Christmas and New Year which our trustees gift as an additional holiday.</p>	<p><b>Personal Development</b> Development is really important to us and there are a variety of options available to staff at Bloodwise.</p>
<p><b>Family leave</b> We offer enhanced pay during maternity, paternity and shared parental leave.</p>	<p><b>Interest free season ticket loan</b> We pay for the ticket and you repay the money out of your monthly salary.</p>
<p><b>Pension</b> When you join us we'll automatically enrol you onto our pension scheme, which is run by Aegon. This can be increased through length of service.</p>	<p><b>Agile working</b> We value results and outcomes and support this with an agile working policy.</p>
<p><b>Employee Assistance Programme</b> Offers support information, expert advice and specialist counselling to help you prepare for life's predictable milestones.</p>	<p><b>Ride2work scheme</b> This allows you to obtain a new bike to use to ride to work. You can then repay it through your salary.</p>
<p><b>Life Assurance</b> Although we don't like to think about it, should something happen to you while working for Bloodwise we have life assurance for staff.</p>	<p><b>Interest free loan</b> This allows you to take an interest-free loan of up to £1,000, and repay this over up to 12 months through your monthly salary</p>

## OUR LOCATION

Our Head offices are located at [39-40 Eagle Street in Holborn, London WC1R 4TH](#); Holborn tube is the closest station, approximately 5 minutes from our offices.

