



Chief
Executive

Welcome from our Chair

Dear Applicant,

We are delighted that you are interested in joining Leukaemia UK. We fund ground-breaking research and care for those affected by Leukaemia and other blood cancers. Our work is vital because someone in the UK is diagnosed with a blood cancer every 16 minutes. Blood cancer is the fifth most common type of cancer in the UK.

Our organisation supports those affected through the physical, psychological and emotional uncertainty that comes with a diagnosis, and works to fund effective research for better treatment and cure. We accelerate treatment through clinical trials and fund innovative projects that improve care.

We also invest in healthcare professionals. Leukaemia UK believes that emotional support during and after treatment is essential and we work with our partners to provide holistic care. We also offer critical financial support via grants made through our Helping Hand Fund.

Further to a recent merger, our new Leukaemia UK CEO will continue ongoing work to transform our newly combined organisation and build one thriving charity from the roots of the two founding organisations. You will work with the staff team to create a cohesive culture around a new vision, mission, and values. You will also act as a role model in embedding a sense of shared endeavour, and coalescing the team around an exciting new agenda. Everyone in our organisation will have clearly defined roles and objectives which together will ensure we meet our new ambition in line with strategic priorities.

Experience gained at a senior level within another medical research charity would be an asset for this role, along with an understanding of the academic, research and funding context. Already recognised as a talented leader and senior manager, you will have experience of working with Boards to deliver strategic priorities, along with outstanding skills in engagement, influencing and alliance-building.

You can find out more about us at <https://www.leukaemiauk.org.uk/> If, having considered this brief, you believe you have the skills and qualities we are looking for, I very much look forward to hearing from you.

Chris Corbin
Chair



Role Profile

Leukaemia UK is seeking a new CEO to lead this growing organisation, champion its values and deliver its vision of finding a cure for leukaemia. You will take overall responsibility for design and execution of the Leukaemia UK strategic vision, build a thriving organisational culture, and provide leadership to our team.

With a participative leadership style, you will be capable of providing clear direction, guidance and support to the team, and will be a confident advocate for our cause, who aims to achieve operational excellence, including digital transformation.

You will demonstrate experience in strategic leadership, the development of successful, inclusive, organisational culture and partnership-working, skills in communication to a wide range of audiences, and a proven track record in building and growing a fundraising income pipeline. As Chief Executive, you will be accountable to the Board for delivering the mission of Leukaemia UK and reports to Chair of Trustees.



Role Description

Role title: Chief Executive

Accountable to: Board of Trustees, led by our Chair

Main responsibilities of the role

Leadership and Strategy

- Lead and direct the Senior Management Team (SMT) and staff to achieve the highest standards of performance against Leukaemia UK's priorities, aims and objectives.
- Create and maintain an open, sharing culture that encourages and values diversity.
- Lead the development of the organisation's strategy; together with the Board and SMT colleagues, ensure a coherent and mission related strategy that takes account of external and internal challenges and opportunities.
- Maintain external links and relationships, learning and sharing opportunities, and continuing to ensure that Leukaemia UK's grant offering fills a unique space in haematology, and that we use donor funds optimally to fulfil our charitable purpose.
- Act as an external ambassador for Leukaemia UK, to build the profile of the charity and the issues the organisation seeks to challenge or support.
- Build relationships and partnerships with peers, other charities and medical professionals, where this can contribute to our ability to better serve our purpose or make more effective use of our supporter funds.
- Develop plans for the organisation in order to deliver against the agreed strategy, and bring in resources as appropriate, within the agreed budgetary limits.

Fundraising and Communication

- Build a collaborative internal culture focused on fundraising as the means for Leukaemia UK to become a greater force for change and be better able to deliver the vision.
- Build relationships and steward the charity's major donors and supporters appropriately; work closely with the Chair to steer these and to support and develop the major events calendar.
- Ensure the general income pipeline is appropriately managed and resourced, to ensure sustainable income from a broad base of sources.

Grant Making

- Work with external advisers, Board members and internal experts to design and execute a grant-giving strategy which gives us a valuable, impactful presence in our chosen area of work.
- Ensure the impact and outcomes of our work form the basis of a powerful communication platform around the achievements of our charity.
- Bring together the impacts of our grants to build a strong coherent communication plan which will support our fundraising work and build an engaged and loyal donor network.

Governance and business management

- Provide advice on Governance issues and support the work of the Board and its sub-committees.
- Ensure systematic, timely production of accurate management accounts and maintain appropriate financial controls.
- Set and revise an income and expenditure budget for the organisation and work with the statutory accountant to ensure annual accounts are produced.
- Ensure all staff members have clear roles and responsibilities and agreed performance objectives.
- Ensure effective management of infrastructure including premises, IT, CRM and software with agreed budgets.

Person Specification

Please respond directly to the criteria listed under Knowledge and Experience in your supporting statement. Criteria listed under Parts Two and Three will be further tested at interview for selected candidates.

Part One

Knowledge and Experience

- Outstanding track record of strategic leadership and management, including working effectively with a board and leading across different disciplines, teams, projects and responsibilities.
- An appreciation of the medical, research and associated academic arenas would be useful (although not essential) as would networks within the relevant Scientific and Clinical leadership community.
- Strong and successful experience of influencing and developing partnerships with a range of senior external stakeholders.
- Deep understanding of fundraising, with direct experience of building high value alliances that secure financial and wider support; experience of working through Trusts, Major Donors and 'Get Involved' initiatives would be an asset.
- Strong track record of initiating and delivering organisational and cultural change.
- Good working knowledge of developing and maintaining robust governance, including risk strategy and management, and financial management.

Part Two

Skills and Abilities

- Capacity to lead, inspire and motivate high performing management teams.
- Outstanding engagement skills, including the ability to persuade and influence, build high value partnerships and alliances, and act as ambassador for Leukaemia UK.
- Able to provide clear strategic direction and rigorous planning, balancing the needs of diverse groups to meet organisational objectives.
- Able to use sound judgement and decisiveness when making tough decisions in challenging circumstances.
- Effective organisational skills, including the ability to prioritise workloads with shifting demands.
- Sharp financial skills in the preparation and control of budgets and investment, research or other funding proposals.

Part Three

Personal Style and Behaviours

- Excellent team player with a collaborative leadership style.
- Self-starter with energy, initiative and enthusiasm.
- Diplomatic style with a personal demeanour that instils trust and confidence quickly.
- Collaborative and participative leadership style.
- Confident, resilient and forward-thinking.
- Committed to putting people affected by Leukaemia and other blood cancers at the heart of our organisational strategy.



Terms of Appointment

Salary	£70,000. Starting salary will be dependent on experience.
Location	Our initial office is based in Regent Street, London.

How to Apply

We hope you will consider making an application. If you have questions about the appointment and would find it helpful to have an informal conversation, please contact our advising consultant Juliet.Taylor@starfishsearch.com and we will be happy to arrange a call.

To make an application, please go to <https://starfishsearch.com/jobs/leukaemia-uk-chief-executive/> and click on the apply now button, with the following prepared:

- your CV (no more than three sides)
- a supporting statement that sets out:
 - why you are interested in this role and how you match the criteria set out under Part One of the Person Specification
 - details of two professional referees
- we would be grateful if you would also tell us about any dates when you are not available to attend interview.

Closing date	Monday 6th July 2020
Agreement of the final shortlist	End w/c 6th July 2020
Due diligence	To follow confirmation of the shortlist
Final panel interviews	Mid w/c 13th July 2020



