

Recruitment pack



**Target
Ovarian
Cancer**

**Campaigns Officer
(6 month fixed-term
contract)**

Closing date: 12/12/2024

What you need to know about the role

Job title:	Campaigns Officer
Reports to:	Head of Policy and Campaigns
Location:	We currently offer a hybrid-working model. This means you may usually work from your home or remote location, but are expected to attend meetings and pay for your own travel to the office in Angel, London when required.
Hours:	Full time 35 hours per week 9am – 5pm Monday to Friday. The charity has a core hours policy with core hours of 10am – 4pm and flexibility around remaining hours.
Salary:	£30,000
Holiday:	Staff start with 25 days' annual leave entitlement, rising to 27 days after one year's service and 30 days after two years' service, plus statutory public holidays.



About Target Ovarian Cancer

At Target Ovarian Cancer, we target what's important to stop ovarian cancer devastating lives.

We give trusted information, to help people ask questions and make decisions that are right for them. We connect people with shared experiences, and we support families every step of the way.

We stand together as a powerful community for everyone facing ovarian cancer across the UK, sharing stories and raising voices, to make sure that ovarian cancer becomes a health priority.

We know that early diagnosis saves lives, so we work closely with GPs who are at the heart of this, to help them diagnose ovarian cancer faster and earlier – giving everyone the best chance of living.

And our investment in research to find new, better and more targeted treatments means that everyone can live with hope for their future.

We're fighting for a world where everyone with ovarian cancer lives, and we're targeting what's important – symptoms awareness, early diagnosis, better treatments and support for all.



Our values

Learn about the values we expect from ourselves and each other, at every level of the organisation, every day.



Supportive

Working together to be there for women with ovarian cancer and their families.



Expert

Bringing together the knowledge, skills and experience to succeed.



Pioneering

Constantly pushing boundaries, innovating and working to be the very best we can be.



Empowering

Helping people to achieve their goals.



Passionate

Women with ovarian cancer are at the heart of everything we do.



Impactful

Delivering the changes that women with ovarian cancer and their families need.



My favourite thing about working at Target Ovarian Cancer is definitely the people – it's an absolute pleasure to be part of such a passionate and dedicated team who are super friendly and fun to work with!"

- Hayley, Head of Digital



Specific responsibilities

About the role

As Campaigns Officer you will be instrumental in empowering those with ovarian cancer, their family and friends, and health professionals to make their voices heard.

You will be the first contact for our campaigners and work with them to make their voices heard. You will develop our online campaigning and work with the rest of the policy and campaigns team to ensure that our policy calls achieve lasting change.

Specific Responsibilities

Campaigns Network

- To maintain and develop our national campaigns network.
- To develop and deliver regular campaign e-actions.
- To ensure that our campaigns toolkit is engaging and relevant.
- To act as the first point of contact for campaigners and support them to make their voices heard.
- To lead on production of regular campaigns communications for the network.

Campaigns Communications

- To maintain and promote the policy and campaigns section of the website.
- To produce regular campaigns communications.
- To work with our digital team on digital and social media engagement for our campaigns work.
- Build relationships with supporters and identify opportunities to optimise use of campaigner experiences in promoting policy and campaigns work.

Monitoring and evaluation

- To maintain a database of campaigners.
- To produce reports, statistics and other relevant information to feed into wider policy and campaigns strategy.

Campaign Ambassadors Programme

- Lead on the roll out of our Campaign Ambassadors Programme.
- Lead on organising events, induction, and training for Campaign Ambassadors

Policy data

- Maintain the statistics base used by the organisation.

Supporting the wider team

- To act as team lead on internal data management.
- To undertake as required other assignments within the policy and campaigns team and the wider organization.



Person specification

Person Specification

Knowledge and experience	Essential	Desirable
Experience (either paid or voluntary) of delivering campaigning activity.	X	
Interest in campaigning and influencing.	X	
Knowledge of healthcare issues and systems.		X
An understanding of political system in Westminster and devolved nations.		X
Excellent interpersonal and communication skills including verbal and written communications.	X	
Experience of working directly with individuals to make their voice heard by decision makers.	X	
Experience of using e-action campaigns packages.		X
Experience of Raiser's Edge		X
Experience of developing engaging web and social media content		X
Personal attributes and skills	Essential	Desirable
Passionate, determined to secure improved outcomes for women with ovarian cancer.	X	
Engaging, able to communicate in a clear and accessible manner to a wide range of audiences.	X	
Motivated, looking to learn new skills and have regards to your own development as you learn and grow in the role.	X	
Curious, always wanting to explore new ways of supporting and engaging campaigns and achieving greater impact.	X	
Problem solving, confident in approaching challenges and identifying a way through.	X	
Able to work effectively as a team member and on own initiative.	X	



Benefits



Holidays

Staff start with 25 days' annual leave entitlement, rising to 27 days after one year's service and 30 days after two years' service and also receive statutory public holidays. This is pro-rated for part time staff.



Employee assistance programme

All members of staff, their partners and any dependants between the ages of 16 & 24 in full time education, have access to a free and anonymous service providing information, expert advice and specialist counselling to deal with a wide range of issues staff may encounter in their personal or work lives.



Health Service Discounts

All Target Ovarian Cancer staff are eligible to sign up to the NHS Health Service Discounts website as healthcare-related charity staff and receive discounts on shopping, insurance, mobiles, and more!



Volunteering

All staff are encouraged to volunteer at Target Ovarian Cancer events at least twice a year. Time off in lieu is given for these volunteering times when staff volunteer out of working hours.



Pension

5 per cent employer contribution.

Meet the team



I was made to feel so welcome by everyone at Target Ovarian Cancer from my very first day, and that support has definitely continued. The hybrid working model works well, but there are still plenty of great opportunities for us all to meet in person. Everyone has a really strong understanding and passion for our work and what we're here to achieve, and it's fantastic to be a part of that."

- Anna, Digital Marketing Manager



Benefits



Interest-free season ticket loan

Allowing staff to spread the cost of annual public travel to and from the office over a set period of time.



Childcare vouchers

Available to those already on the childcare voucher scheme.



Buddy system

All new starters are allocated a buddy to help welcome them into the charity and support them in settling in.



Hybrid working

Our hybrid working policy means staff may usually work from their home or remote location, and are expected to attend meetings and pay for their own travel to the office in Angel, London when required.



Social committee

Target Ovarian Cancer's social committee organises fun social events creating a sense of togetherness and wellbeing among our valued staff.



Flexible working

Our standard full-time working week is 35 hours. We make every effort to support flexible working requests where possible (we respect people's different working preferences and the need for a healthy work-life balance).

Equal opportunities

Target Ovarian Cancer is committed to the promotion of equal opportunity and does not discriminate against employees for job applications on the basis of race, sexual orientation, religion, colour, sex, age, national origin, disability or any other status or condition protected by applicable law. This policy extends to but is not limited to recruitment, selection, remuneration, benefits, promotion, training, transfer and termination.



How to apply

To apply, please submit a CV and cover letter to jobs@targetovariancancer.org.uk.

Please also complete this [equalities monitoring form](#) and send to equalities@targetovariancancer.org.uk.

The appointment will be subject to a satisfactory DBS check, proof of your right to work and two satisfactory references.

Please submit your application by 23:59 on 12 December 2024. Interviews will take place on 18 December 2024.

If you would like to receive a paper copy of the recruitment pack, please call 0207 923 5470 or email jobs@targetovariancancer.org.uk with the address you would like us to post it to.

We want to make our recruitment accessible to all, if there is a way we can support you in your

Target Ovarian Cancer is a company limited by guarantee, registered in England and Wales (No. 6619981).

Registered office: 30 Angel Gate, London, EC1V 2PT. Registered charity numbers 1125038 (England and Wales) and SC042920 (Scotland).

Find out more



targetovariancancer.org.uk/jobs



TargetOvarianCancer



@TargetOvarian



@TargetOvarian



@TargetOvarianCancer

