

Job Spec - Head of Operations

About Us:

Working With Cancer (WWC) is a not-for-profit Social Enterprise. Its main purpose is to support employees in their successful return to work and to life after cancer. It was founded in 2014 by Barbara Wilson who had been through her own cancer journey and had identified that there was very little support available once cancer patients were returning to work.

WWC has helped hundreds of people with cancer through the provision of one to one coaching and practical support to help them remain in/return to work during and after treatment.

WWC also provides consultancy and training workshops to employers (from SME to PLC), equipping HR and line managers with the knowledge and understanding to effectively manage employees who have had cancer, in the workplace.

Services include:

- One-to-one coaching and advice for employees and carers affected by cancer, helping them to deal with the psychological and physical effects of cancer.
- A wide variety of training workshops and webinars for employers covering the practical and legal aspects of managing work and cancer.
- Consultancy advice on company return to work policies and processes, including setting up support groups or buddying networks for those with chronic illnesses or who are returning to work after a period of long-term absence.

WWC's purpose is to 'change the conversation about work and cancer' - to help individuals with a cancer diagnosis and working carers for those with cancer to make sense of the life wrenching experience of a diagnosis and treatment and to find a meaningful way forward. It also is focused on educating and providing companies/employers with an understanding of not just their legal obligations but how best to accommodate employees returning to work with or post cancer. It's about more than just merely ticking boxes!

In October 2024, new groundbreaking research was launched by Working with Cancer revealing that many HR managers are ill-equipped to navigate the complexities of cancer and long-term health issues in the workplace. This report, which was produced in conjunction with the Institute for Employment Studies (IES) shows that although many organisations are demonstrating areas of good practice, too many still do not consider the specific needs of the increasing number of employees working with cancer. Through helping these organisations to develop specific cancer policies, and providing training for HR and line managers, they are more equipped to support their employees with cancer.

For more information look at <https://workingwithcancer.co.uk/>

Job Summary:

We're seeking a highly experienced and strategic freelance Head of Operations to support the growth and success of our organisation. As a key member of our leadership team, you'll work closely with our Founder and other Heads of Business to drive operational excellence, oversee strategic and business planning, enhance our financial systems, and foster a positive work culture.

Key Responsibilities:**Finance and Strategy:**

- * Collaborate with our Founder and Senior Team to develop and implement our organisation's strategic direction
- * Prepare and manage annual budgets and 3-year financial plans, working closely with our accountants and Heads of Business
- * Introduce and maintain efficient financial systems and processes
- * Oversee daily finances, including cash management, invoicing, and financial performance tracking

Operations:

- * Oversee and improve our daily operations and systems, ensuring seamless delivery of our programs and services
- * Support the Senior Team, including attending bi-monthly meetings and providing operational guidance
- * Foster a positive and productive work culture among our coaches and heads
- * Manage sales and client relationships, including logging prospects and tracking opportunities
- * Network and build relationships with industry partners to increase our organization's reach and profile
- * Implement and maintain policies and procedures to ensure efficient operations
- * Monitor and evaluate program effectiveness, making recommendations for improvement

Governance and Risk Management:

- * Ensure compliance with all legal and regulatory requirements
- * Provide oversight of governance and risk management, identifying areas for improvement and implementing changes as needed

Experience and skills required

- * Personal knowledge and experience of cancer (because of your own, a family member's or friend's cancer diagnosis).
- * Proven experience in a senior operational role, preferably in the NFP sector
- * Strong leadership and management skills, with the ability to inspire and motivate others
- * Demonstrable experience in budgeting, financial management, and people leadership
- * Excellent strategic planning and execution capabilities
- * Experience in risk management, regulatory requirements, and financial systems
- * Strong communication, presentation, and interpersonal skills
- * Proficiency in using technology and data to drive operational improvements
- * Experience with legal aspects, including contracts, supplier terms, and Health & Safety responsibilities
- * A collaborative remote working style to liaise with others in the team
- * Naturally a proactive, problem solver with a hands-on mentality

WHY JOIN WWC?

You want to be part of something great that positively impacts others.

Gain personal and professional growth through meaningful work.

Be part of an organisation that values diversity, collaboration and commitment.

Work with a passionate team who are dedicated to our cause and vision.

And more importantly, this is a real opportunity to change the lives of people with cancer, and to change the hearts and minds of employers when it comes to their employees returning to work during or after cancer.

This is a 12-month, part time, freelance contract (approximately 2.5 days per week).
Contract may be renewed for a further 12 months at the end of the initial contract term

Based 100% remote, but with an expectation to attend critical meetings and events.

Salary: c.£25,000 per annum

If you are ready to bring your expertise and enthusiasm to WWC, then we would love to hear from you. Please send your CV and a cover note detailing your interest and suitability for the role to admin@workingwithcancer.co.uk

Closing date is Friday 7th February. Only shortlisted candidates will be notified due to the volume of applications. Interviews will be held in the weeks of 24th March and 31st March.