

Background to Embers

Embers was registered as a Charitable Incorporated Organisation with the Charity Commission on 28th May 2024 with the following objectives:

For the public benefit to relieve the needs of young adults residing in England and Wales who are living with incurable or terminal cancer, in particular but not exclusively by:

- Raising awareness and providing information and advice about cancer to the public and, in particular, to young adults aged 18-40 living with incurable cancer;
- Providing grants to organisations involved in supporting young adults affected by incurable and terminal cancer.

During the first stage of our existence our main activities have been to:

a) *Raise awareness of Embers and what it stands for* through publicity materials, developing an online presence and using local media and information events and meetings to raise our profile. We have been able to secure interviews with local TV and radio stations as well as Embers being highlighted in an episode of a national TV series. Our information leaflets are now available in hospitals across the North East and we have developed strong relationships with cancer practitioners across the region.

b) *Generate sufficient income to start to deliver our ambition* to have a positive impact on the lives of those in our target group. We have run two successful launch events – one in the South and one in the North of the country which have had the dual benefits of informing large audiences about the impact of an incurable cancer diagnosis while generating significant funding. During the year our supporters have undertaken various sponsored activities – including the Great North Run, Manchester and London Marathons and ‘The 3 Peaks Challenge’ to name a few. We have been humbled and inspired by the generosity of the many individuals and organisations who have literally gone the extra mile to support us.

c) *Running a North East pilot of Common Ground*, our flagship social initiative for young adults with incurable or terminal cancer. This group can often face isolation and a lack of age-appropriate spaces and Common Ground gives them somewhere to feel normal, seen, and less alone. The approach within the pilot is to offer a monthly 2-hour evening session, shaped by what the actual participants want. This can include, for example, game nights, art activities, food and film evenings, or simply a quiet place to talk and unwind. Making Common Ground available to a lot more people is a key priority for Embers going forward and we aim to expand the programme to multiple locations across England and Wales.

To the future...

Everything we have achieved so far has been brought about by dedicated volunteers. Having laid down these firm foundations we are now looking to recruit a part-time Chief Executive Officer to drive Embers forward - to fulfil our ambitions and have an even greater impact on the lives of those who need our support. If you have the leadership skills, passion and energy necessary to lead the delivery of a high-quality service to young adults who have been diagnosed with terminal or incurable cancer we would love to hear from you.

Embers Chief Executive Officer – Role Description

Part time: 16 hours each week

Salary: Real Living Wage

Responsible to: The Embers Board of Trustees, line managed by the Chair of Trustees.

Need to be North East based (or willing to travel to the North East on a regular basis).

Key responsibilities:

1. To provide leadership to Embers and to be responsible for the management and administration of the charity within the strategic, policy and accountability frameworks laid down by the Board of Trustees.
2. Together with the Chair, to enable the Board of Trustees to fulfil its duties and responsibilities for the proper governance of Embers and to ensure that the Board receives timely advice and appropriate information on all relevant matters.

Duties and tasks to fulfil the key responsibilities:

- 1. To provide leadership to Embers and to be responsible for the management and administration of the charity within the strategic and accountability frameworks laid down by the Board of Trustees.***

1.1. Leadership

- To lead, inspire and motivate volunteers and any future staff
- To assist the Board in agreeing and implementing the values, ethos, vision and mission of the charity
- To lead the development and review of a medium-term strategy for Embers within its objects, vision and mission, and to obtain the approval of the Board
- To develop the work of Embers to achieve the agreed strategic plan and its objects, vision and mission
- To develop an organisation that is constantly seeking to learn and to improve its performance
- To develop and maintain an environment that attracts and retains effective volunteers

1.2. Management

- To be accountable to the Board for the proper and effective management of Embers
- To run the charity efficiently and effectively by ensuring appropriate management systems are in place to fulfil its strategic objectives and to carry out its work
- To ensure that all management policies and decisions support the agreed vision, mission, values and strategic priorities of Embers

- To ensure that annual operational plans to underpin the strategic plan are developed, agreed and implemented
- To identify appropriate methods for monitoring the performance of the charity and to report performance to trustees
- To ensure that the charity is aware of best practice and that it works to achieve this within available resources

1.3. Finance and risk

- To be responsible for the financial health of the charity including developing, overseeing and monitoring an effective programme of income generation
- To ensure that the major risks to which the charity is exposed are reviewed regularly by the Board, systems have been established to mitigate these risks, and a risk analysis is carried out when considering new activity
- To ensure that there are effective mechanisms to ensure the robustness of external and internal controls (financial and non-financial)

1.4. External and internal relations

- To foster good communications throughout the charity and externally
- To develop the charity's public profile and foster good relationships with relevant organisations and external stakeholders
- To set up mechanisms for listening to the views of beneficiaries on the performance of the charity and areas for future development
- To scan the external environment for changes that may affect the charity, to advise the trustees proactively and to take necessary action.

1.5. Legal and regulatory compliance

- To ensure that the charity Trustees fulfil all necessary legal, statutory and regulatory responsibilities

2. Together with the Chair, to enable the Board of Trustees to fulfil its duties and responsibilities for the proper governance of the charity and to ensure that the Board receives timely advice and appropriate information on all relevant matters.

2.1. Strategy and planning

- In partnership with the Chair, to ensure that the Trustees set the values, ethos, vision, mission, strategic objectives and strategic priorities for Embers

2.2. Ensuring high-quality governance

- To draw the Board's attention to matters that it should consider and decide

- To ensure that the Board receives appropriate and timely advice, guidance and information on matters relating to performance, regulatory and legal compliance and other relevant issues
- To ensure with the Chair, that the Board of Trustees reviews regularly the charity's governing instruments and governance structure, and to assist with the Board's assessment of its own performance
- In partnership with the Chair, to ensure that the Board's delegated authority is recorded in writing and that all agreed reporting procedures are followed
- To work closely with the Board to ensure that it has the skills it requires to govern the charity well, and has access to relevant external professional advice and expertise
- To assist the Chair in ensuring there are effective procedures for the recruitment or co-option of Trustees, future Chairs of the Board and future Chief Executives
- To work with the Chair to ensure that all members of the Board receive appropriate induction, advice, information and training

2.3. Board meetings

- To ensure that the Board is given the information it needs to perform its duties
- In partnership with the Chair, to develop an annual programme of Board and committee meetings and Board development activities
- In partnership with the Chair, to ensure that the appropriate items reach Board agendas and that high-quality documentation supports these whenever necessary
- To assist the Chair in ensuring that the Board focuses on its governance role rather than on operational detail and management issues
- To assist the Board in the development of key policies and to be responsible for the efficient and effective achievement of these policies
- To report regularly to the Board of Trustees on the performance of the charity, progress towards the strategic priorities and the achievement of board policies
- To implement Board decisions

2.4. Relationships with the Chair of Trustees

- To have regular one-to-one meetings with the Chair where the Chair and Chief Executive can talk openly, discuss progress and problems, agree expectations of each other, plan the Board's annual programme and prepare together for meetings
- In close consultation with the Chair, to agree respective roles in representing the charity and acting as spokesperson at public functions, public meetings and to the press/media

Embers Chief Executive Officer– Person Specification

ESSENTIAL CRITERIA

Qualifications

- Degree or equivalent level of education

Skills

- Strategic thinker with the ability to develop and articulate a clear vision
- Leadership style which encourages, motivates, inspires and develops people
- Excellent communicator (both orally and in writing) with effective listening, influencing and negotiation skills
- Highly effective decision-making skills with strong analytical and problem-solving abilities
- Excellent administrative, organisational and IT skills
- Intellectual rigour, financial acumen and the ability to accurately analyse and explain complex issues

Knowledge

- A deep understanding of, and empathy for, the impact of terminal or incurable cancer on young adults and their families.
- Understanding of issues relating to equality, diversity, health and safety and safeguarding
- Knowledge of Charity Commission regulations and charity legislation
- Knowledge of funding methodology and related financial issues
- An understanding of the key measures of financial management and control in a challenging environment

Experience

- Sound strategic planning and a track record of achieving targets
- Successful financial planning and budget management
- Experience of developing strong external public relationships promoting and representing an organisation
- Securing funds and working with funding partners and grant making organisations
- Proven record of leading teams or organisations to deliver high quality results

Personal Qualities

- Passionate commitment to supporting young adults with a cancer diagnosis
- Empathy with the needs and aspirations of a diverse community
- Personal and professional integrity
- Commitment to relevant legislation and good practice in relation to equality and diversity and safeguarding
- Willingness to confront issues and make difficult decisions
- Personal resilience, optimism and an openness to change
- Resourcefulness and creativity

DESIRABLE CRITERIA

- Knowledge and experience of digital marketing, design and social media
- Experience of working or volunteering with young adults with cancer
- Previous experience of a senior role within a small charity

HOW TO APPLY

To apply, please submit your CV and a covering letter to meganmandeville@hotmail.com by no later than 17:00 on Friday 31 July 2026 with the following subject line "Embers – CEO application".

Covering letters should be no longer than 1,000 words, should demonstrate clearly how you meet the person specification and give us an idea of your personality and motivations.

For an informal and confidential conversation about this position, please email meganmandeville@hotmail.com.

Interviews will be held on Friday 14 August 2026.