



MOONDANCE  
CANCER INITIATIVE

## Role Profile: Head of External Relations & Stakeholder Engagement

Date: May 2025

### Introduction

Moondance Cancer Initiative Finds, Funds and Fuels brilliant people and brave ideas to make Wales a world leader in cancer survival. Established in 2019, we are a philanthropically funded, not-for-profit company. We are Wales-focused, with a global outlook.

Moondance Cancer Initiative (MCI) funds projects that test and embed new approaches in the Welsh NHS, collaborating with a wide range of partners and supporting the people delivering change. Everything we do is shaped by research, evidence and insight. Deliberately small and agile, we are a dynamic, values-led team that combines ambition, empathy and expertise to drive meaningful change in cancer outcomes.

### Job Outline

The **Head of External Relations & Stakeholder Engagement** is a key new role at the heart of our high-performing core team. Working closely with the Managing Director and Clinical Director, you will help drive and coordinate MCI's external engagement. This includes strengthening existing relationships, building new ones, and ensuring our profile and partnerships reflect and support our ambition, priorities and ways of working. From senior policymakers to clinical pioneers, trusted advisors to delivery partners, you'll ensure our relationships are purposeful, strategic, and impactful.

As our activity grows, so too does the volume and complexity of relationships. This role will help manage that growth while protecting the thoughtful, people-first way we engage — making sure we remain focused, visible and connected to the right people. You'll support and extend the reach of MCI, particularly in high-level engagement, stakeholder communication, and reputation-building.

You'll play a key role in growing our ecosystem of trusted collaborators — including identifying and onboarding expert freelancers and delivery partners who align with our values and can help us deliver with quality and pace. You'll enjoy working out what's needed and finding the right people, wherever they are in the world.

This is both a strategic and hands-on role — ideal for someone who thrives on building relationships, joining the dots across systems, and enabling high-quality, values-led collaboration. As a new role, you'll help shape how it works in practice — embedding its contribution within the team and enabling it to evolve alongside the organisation.

## Person Specification

This role is for someone who can combine strong emotional intelligence, political awareness, and a natural instinct for connecting people and ideas — with a hands-on, get-things-done attitude and a willingness to dive into the detail when needed.

This role could be for you if you:

- Have significant experience in external relations, stakeholder engagement, communications or partnerships, with a track record of building meaningful relationships and making things happen.
- Take a proactive approach to spotting opportunities and connecting with the right people.
- Understand the health and care landscape in Wales and the dynamics of change across systems.
- Are energised by purpose, motivated by progress, and curious about what (and who) else is out there that could help us go further.
- Enjoy working in a small, ambitious team— collaborating across roles and rolling up your sleeves when needed.
- Combine an international outlook with a clear commitment to improving outcomes for people affected by cancer in Wales.
- Bring fresh ideas and practical solutions for how we engage the right people, helping to deepen our impact.

To do this role, you will:

- Be a confident and credible communicator, able to engage senior stakeholders and system leaders with ease.
- Hold strong influencing and negotiation skills, with the credibility to engage change-makers, thought leaders, and stakeholders at all levels.
- Demonstrate high emotional intelligence with the ability to build trust, understand others' perspectives, and engage in ways that create genuine alignment between their priorities and MCI's purpose.

- Have a proven track record in developing and executing engagement strategies that build long-term partnerships.
- Have strong organisational and project management skills that turn ideas into action.
- Be confident in designing and facilitating stakeholder events – from large conferences to intimate roundtables – ensuring they are well-executed and leave a lasting impact.
- Have experience working in healthcare innovation / improvement, public affairs, or strategic collaboration across complex systems.

It's a bonus if you:

- Are familiar with the cancer landscape in Wales – and aware of how innovation, expertise or progress elsewhere could inform or enhance our work.
- Bring international experience – and ideally established networks – in areas such as innovation, partnerships or system improvement.

## Key Responsibilities

### External Engagement

- Lead the design and delivery of MCI's engagement approach, ensuring alignment with our focus and values.
- Help build, strengthen and coordinate relationships with MCI's key stakeholders across the cancer landscape in Wales, as well as with relevant networks across the UK and internationally.
- Represent MCI at external meetings, events and forums, ensuring clarity and consistency in our external presence and messaging.
- Support the coordination of MCI's Clinical Advisory Group, ensuring members feel valued for their expertise and that their insights are meaningfully integrated into our work.
- Ensure our partners and stakeholders are kept informed, engaged and connected to our evolving work.

### Partnership & Expert Support Development

- Identify, scope and grow new partnerships that align with MCI's current and emerging priorities.

- Work with the Managing Director and Clinical Director to understand where targeted expertise is needed — then proactively identify and engage individuals or organisations who can add value to our funded work or internal capacity.
- Support the management of contracted relationships with our expert network, ensuring individuals feel valued, are well supported, and represent MCI in a way that reflects our values and helps safeguard our reputation.
- Develop and maintain tools to track and manage external relationships, ensuring continuity and resilience.
- Facilitate connections across MCI's activity to maximise shared insight, spark collaboration, and create opportunities for greater collective impact.

### Events and Strategic Communications

- Lead the design and delivery of high-impact external events — from roundtables and conferences to networking dinners and collaborative learning sessions.
- Work with the Managing Director and our PR agency to support MCI's external communications — helping to shape and share our insight, impact and offer with the audiences that matter most.
- Collaborate with external suppliers (e.g. PR, design, events) to advise on the best channels, formats and moments to extend our reach and engagement.
- Prepare high-quality briefings, stakeholder materials and engagement tools — including supporting the Managing Director and Clinical Director with background information, messaging, and coordination ahead of media interviews, meetings and other external engagements.

### Organisational Contribution

- Collaborate with the Managing Director and Clinical Director to strengthen high-level relationships and ensure key partners are well-informed and connected to MCI's work.
- Ensure external insights inform MCI's strategic and operational decisions.
- Contribute to a high-performing, collaborative team culture, actively seeking ways to add value beyond your core responsibilities.
- Strengthen internal systems for stakeholder mapping, succession planning and knowledge sharing, helping ensure continuity, resilience and shared understanding across the team.

## Key Contract Information

This is a permanent contract (with a six-month probationary period).

**Reports to:** Managing Director.

**Hours of work:** 40 hours per week, Monday to Friday inclusive. We are also open to considering this role on a 4-day (32 hours) per week basis, pro rata.

This role involves flexibility, including occasional evening meetings and travel. You'll need to use your judgement about when in-person engagement adds value – whether that's meeting stakeholders locally or attending relevant events across the UK. You may also need to connect with partners in other time zones online. Occasional international travel may be required.

**Salary:** £60,000 per annum (full time) plus a 5% employer pension contribution via the NEST scheme (alternative schemes considered by request).

**Annual holiday entitlement:** 25 working days together with the usual Bank and Public holidays. The days between Christmas and New Year are also awarded as additional paid leave.

**Location:** We're committed to working collaboratively and with purpose. We offer a hybrid working model, where team members can work flexibly from home and our office in central Cardiff. We have regular anchor days, usually once a week, where all team members come together at our office. You will therefore need to live within commuting distance of Cardiff.

**Right to work:** All applicants must have the right to work in the UK.