



MOONDANCE  
CANCER INITIATIVE

## Job description: Funding & Delivery Manager

Date: 10<sup>th</sup> March 2023

### Introduction

Moondance Cancer Initiative is a philanthropist-backed, not-for-profit company. We find, fund and fuel brilliant people and brave ideas to make Wales a world leader in cancer survival

Deliberately small and light on our feet, we're a dynamic and ambitious team – combining optimism, experience and talent from multiple professions and sectors. We're in this for the long-haul. We recognise that success won't happen overnight, but we do think significant and sustainable change is achievable over the next ten to fifteen years.

### Job outline

This new role is a key addition to Moondance Cancer's core team. Working to the Operations Director and with support from the Office and Project Administrator, you'll be responsible for the operational delivery and funding of a suite of our projects across Wales.

More than a funder, through our investments we develop and nurture supportive relationships on the ground to make cancer outcomes better and fairer for people in Wales. You'll work across our varied and exciting portfolio of innovative projects and won't be fazed by learning about new things, from novel diagnostics to the potential of AI in supporting the diagnosis of cancer, or the possibilities of pathway redesign in accelerating early diagnosis.

Importantly you are able to deploy your experience of managing multi-partner projects in supporting our Moondance Pioneers through planning, delivery, and evaluation of impact.



## Person specification

We're looking for someone who is well versed in coordinating complex and multi-partner projects, with a real curiosity about driving and enabling changes that make a difference to people's lives. You'll need to be organised, a completer-finisher, and able to juggle multiple tasks. Everyone in Moondance Cancer is willing to roll their sleeves up, and you'll be no different.

Our Funding & Delivery Manager will want to get things done, recognizing that means becoming excellent at working with partners across multiple disciplines, organisations, and sectors and supporting them to find solutions.

### This role could be for you if:

- You're extremely organised – as far as you're concerned nothing falls through the cracks on your watch
- You're curious about enabling change, and supporting others to achieve
- You're not fazed by learning new things, and can learn and adapt quickly
- You enjoy the challenge of balancing a varied project portfolio with a diverse range of stakeholders.
- You're able to communicate complex ideas confidently, verbally and in writing, to multiple audiences
- You're a self-starter and able to work independently, as well as in a team
- You are good at finding ways of navigating complex environments to find better ways of doing things

### To do this role, you will have:

- Extensive experience of managing programmes and projects that have delivered positive outcomes.
- Wide ranging experience in project planning, managing budgets, monitoring and evaluation, reporting, and management of risks and issues.
- Experience of managing grant programmes and administering funding to external partners.
- Proven experience of developing and cultivating supportive and positive relationships with external stakeholders and with colleagues.
- Strong IT skills, including word processing, use of spreadsheets, use of databases and electronic communications & meeting platforms.
- Experience in, or a demonstrable understanding of, cancer services or the wider health service system



### You're also likely to have:

- A recognised qualification in project and/or programme management
- Career experience in health, innovation, charitable or philanthropic funding or a related field

### Key responsibilities

- Manage funded initiatives from point of funding sign off to completion; mobilising projects into delivery with partners, collaboratively defining project detail and finalising funding agreements with project leads.
- Establish appropriate payment and invoicing arrangements with funding recipients and work closely with the Office and Project Administrator in tracking project expenditure.
- Monitor individual project delivery against agreed milestones and monitoring schedules, regularly meeting with project leads to discuss project progress and reviewing project update reports.
- Support partners on each project to plan and manage delivery, with an eye to synergies with other Moondance Cancer projects, and other relevant change initiatives within the health system.
- Act as the first point of contact for live projects, cultivating a supportive environment for project leads.
- Develop strong and effective relationships with partners involved in each project, especially the Moondance Pioneers responsible for leading the work.
- Maintain active oversight of the project portfolio, meeting regularly with the Operations Director and Project Administrator to monitor progress and provide regular updates to the Operations Director highlighting successes and opportunities.
- Identify risks and issues that could affect the success of projects and escalate these promptly to the Operations Director.
- Work with the Operations Director and Research Associate to ensure evaluation mechanisms for each project are appropriately established and support the review of evaluation and impact data on project completion.
- Update the Operations Director and/or Research Associate on factors which may delay or impact the production of agreed evaluation outputs and work collaboratively to update project plans accordingly.
- Support the CEO and Operations Director in championing effective projects for adoption/upscale and in highlighting and celebrating the impact of our work.

## Key contract information

This is a permanent contract.

Salary of **£45,000** p.a., plus a pension contribution of 5%.

Annual holiday entitlement will be 25 working days together with the usual Bank and Public holidays.

Hours of work are 40 hours per week Monday to Friday inclusive, including some evening meetings as required.

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 Cardiff. We have regular anchor days, usually weekly, where all team members come together at our office.