



# Campaign project coordinator

## Directorate

Engagement

## Team

High value partnerships and campaign

## Reporting manager

Head of campaign

## Date of job description

June 2026

## Our charity

We're Breast Cancer Now, the UK's leading breast cancer charity. And we're combining the power of science and support to change breast cancer. Now.

We're funding world-class science now, so no one dies of breast cancer in the future. We're here with life-changing support now, so no one has to face breast cancer alone. And we're running groundbreaking campaigns now – for better awareness, quicker, earlier diagnosis and access to treatments.

We've been making change happen for over 50 years, and we're not stopping now. Because we have a bold vision. That by 2050, everyone with breast cancer will live and live well.

We can't do it on our own. But together, we can make change happen. Now.

## Overview of the directorate

The engagement directorate has responsibility for growing awareness, understanding, trust and engagement with Breast Cancer Now, to inspire people to get support and give support. It's responsible for the £47m annually we raise today and for the growth to £69m we want to raise annually by 2029/2030, including a further £60m from a major Campaign.

From partners, to philanthropists, from people who give individually, through events or through their community, we create engaging and effective routes and communications for our key audiences to give their time, money and voice.

The directorate puts relationships at its heart, using data and insight to shape and drive brilliant relationships and experiences, ensuring people who support Breast Cancer Now - in whichever way they support, or are supported - feel connected, and inspired to give their time, money and voice to make change for people affected by breast cancer now and for the future.

In the 2025-2030 strategic period, the directorate will play a critical role in supporting the organisation to deliver the impact we need and want to have for people affected by breast cancer.

To do this we will:

- Raise awareness of Breast Cancer Now through aligning our paid brand marketing, and our owned, shared, and earned channels to amplify our brand and to shout louder with 1 voice. We'll use creative and innovative routes to do this. Our fundraising will provide a key route to grow awareness, through our products, events and through our supporters in the community who advocate and champion Breast Cancer Now.
- Develop and deliver brilliant fundraising products, events, campaigns that reach and inspire our key audiences to engage and to continue to engage. We'll launch a major Campaign to raise £60m to accelerate our progress to 2050 through focusing on the challenge of dormancy and secondary breast cancer. We'll use this as a route to create philanthropic and partnership fundraising as a long term, sustainable income stream for the future.
- Lead the development of our digital ecosystem, aligning our platforms and products behind our brand and developing our support offer, and engagement opportunities, to reach more people in ways that meet their needs in an accessible way. We'll support the organisational learning, understanding and confidence in digital routes, channels and new technology to deliver our strategy.
- Nurture great relationships with partners and suppliers to create aligned priorities, shared purpose and targets to deliver our best work for people affected by breast cancer. Through being curious about the external environment and prioritising learning, we'll develop, evolve and innovate to support our growth now and for the future.
- Grow and develop our teams, collaborating, challenging and inspiring each other to develop an inclusive, safe and high performing team.

#### The 4 new director roles and teams

The engagement directorate, will be led by the chief engagement officer with a leadership team of 4 directors of the following areas:

- Brand, marketing and communications
- Public fundraising and marketing
- High value partnerships and Campaign
- Digital and data

#### **Job purpose**

The campaign project coordinator will support the delivery of Breast Cancer Now's major £60m philanthropic campaign by providing effective project coordination, administrative support, and stakeholder liaison.

Working closely with the head of campaign, the postholder will help ensure campaign activity is well-organised, on track, and supported by clear processes and communication. The role will also support the smooth running of the campaign board and wider governance structures.

This is an excellent opportunity for someone with strong organisational skills and attention to detail who is keen to develop their experience in campaign delivery within a high-value fundraising environment.

Working closely with the campaign board, director of high value partnerships & campaign, head of campaign and wider campaign team, this role will support the coordination of meetings, plans, actions, documentation and reporting. The role will also provide a high standard of day-to-day administration and project management support across campaign activity, helping colleagues stay organised, informed and on track.

This is an excellent opportunity for someone who is highly organised, proactive and keen to develop their skills while contributing to one of the charity's most ambitious fundraising priorities.

## Key tasks and duties

### Campaign administration and coordination

- Schedule meetings, prepare agendas and papers, take minutes and track actions to support effective campaign planning and delivery
- Support the preparation of presentations, briefing papers, reports and meeting materials for internal stakeholders and senior leaders
- Provide excellent administrative support to the campaign team, ensuring tasks are completed accurately, on time and to a high standard
- Maintain organised and accessible Campaign records, folders and documentation, ensuring version control and accurate filing

### Project support

- Support the planning and delivery of campaign activity, working closely with the head of campaign
- Support the campaign board and head of campaign to maintain project plans, action logs, risk and issue logs and other core project management tools
- Help monitor progress against milestones and deadlines by updating trackers and following up with colleagues on actions and information
- Assist with gathering and collating information for regular reporting on campaign activity, deliverables and performance
- Undertake basic research and administrative analysis to support planning, decision making and the development of campaign materials
- Provide day-to-day administrative and project specific support to the head of campaign

### Campaign operations and stakeholder support

- Act as a reliable point of contact for day-to-day queries, directing information appropriately and helping colleagues access the materials they need
- Support accurate data entry and updates on relevant systems including Unity and Diligent, helping to maintain high-quality records and reporting
- Assist with financial and procurement administration such as processing invoices, maintaining records and supporting budget tracking as required
- Support the coordination of internal and external meetings, workshops and events linked to the campaign, including logistics, invitations and follow-up

### Working with others

- Build positive and effective working relationships across the campaign team and wider high value partnerships & campaign department
- Work collaboratively with colleagues in other teams including finance, data, digital, brand and communications and events as required
- Take a flexible and proactive approach to supporting the team during busy periods and around key campaign milestones

### General

- Adhere to all Breast Cancer Now's policies and procedures
- Any other duties within the scope and remit of the role, as agreed with your manager

# Person specification

## Qualifications and experience

It's **essential** for you to have the following:

	Method of assessment	
	Shortlist	Interview
Experience of providing administrative support in a busy team environment, including organising meetings, documents or actions	x	x
Experience of maintaining records or databases with accuracy and attention to detail	x	x
Experience of working across multiple tasks and priorities, meeting deadlines and following processes	x	x

It's **desirable** for you to have the following:

	Method of assessment	
	Shortlist	Interview
Experience of supporting projects, events or campaigns in a professional, voluntary or educational setting	x	x
Experience of using a CRM or shared project management tools	x	x

## Skills and attributes

It's **essential** for you to have the following:

	Method of assessment	
	Shortlist	Interview
Excellent organisational and administrative skills, with strong attention to detail	x	x
Good written and verbal communication skills, with the confidence to work with colleagues and stakeholders in a professional and approachable way	x	x
Ability to manage a varied workload, prioritise tasks and use initiative appropriately	x	x
Ability to work collaboratively as part of a team and build positive working relationships across departments	x	x
Confident use of Microsoft office packages including outlook, word, powerpoint and excel	x	

It's **desirable** for you to have the following:

	Method of assessment	
	Shortlist	Interview
An interest in project management and a desire to develop a career in project delivery or fundraising operations	x	x

## Knowledge

It's **essential** for you to have the following:

	Method of assessment	
	Shortlist	Interview
Understanding of planning and delivering complex projects, including timeline management, task coordination, risk mitigation, and ensuring delivery against income targets and key milestones	x	x
Understanding of fundraising approaches to major donors, trusts, foundations and corporates, with awareness of donor motivations and giving behaviours	x	x

It's **desirable** for you to have the following:

	Method of assessment	
	Shortlist	Interview
Understanding of end-to-end fundraising campaigns, including case for support, pipeline management, experience, and board management	x	x

# About the role

## Key internal working relationships

You'll work closely with the following:

- Campaign board and head of campaign
- Director, associate director and wider campaign team
- Colleagues across the high value partnerships and campaign department
- Data, digital, finance, brand and communications, events and other corporate services teams

## Key external working relationships

You'll work closely with the following:

- Suppliers, venues and service providers supporting campaign activity
- Partners, consultants and other stakeholders connected to campaign planning and delivery

## General information

<b>Role location and our hybrid working model</b>	<p>This role can be based in our London office. Our hybrid working model also allows you to work up to 3 days per week at home. The other days will be primarily based in:</p> <p>6<sup>th</sup> Floor, The White Chapel Building, 10 Whitechapel High Street, London E1 8QS (open Monday to Friday)</p>
<b>Salary range</b>	<p>The salary range for this role is:</p> <p>£29K to £32K London based</p>
<b>Induction</b>	<p>We want you to have a positive induction experience, so we'll ask you to think about coming into the office a bit more often at the start of your role.</p> <p>This will help you get to know your colleagues and will make it easier for people to be on hand to support you. After that, you'll be able to move to our hybrid working model.</p>
<b>Hours of work</b>	<p>35 per week, Monday to Friday</p>
<b>Contract type</b>	<p>Permanent</p>
<b>Medical research</b>	<p>We fund medical research, some of which may involve the use of animals. Our aim is to save lives and our research using animals is only when there's no alternative.</p>
<b>Conflict of interests</b>	<p>You're expected to devote your full attention and abilities to your paid duties. This means you shouldn't take on any other business</p>

	opportunity, occupation or role (paid or non-paid) within or outside of your contracted hours that could impair your ability to act in the best interests of, or prejudice the interests of, Breast Cancer Now or your work.
<b>Immigration, Asylum and Nationality Act 2006</b>	You shouldn't have any restrictions on your eligibility to indefinitely work or reside in the UK.
<b>Our commitment to equity, diversity and inclusion</b>	We're committed to promoting equity, valuing diversity and creating an inclusive environment – for everyone who works for us, works with us, supports us and who we support.

## How to apply

We hope you choose to apply for this role. To support your application, you'll be asked to submit your anonymised CV and a supporting statement. Please refer to the essential criteria on the person specification and clearly provide as much information as you can with examples, to demonstrate how and where you meet the criteria. If you've any immediate questions please email [Recruitment@breastcancernow.org](mailto:Recruitment@breastcancernow.org)

Find out more about us at  
[breastcancernow.org](https://breastcancernow.org)

