

# ADDENBROOKES CHARITABLE TRUST

## JOB DESCRIPTION



<b>Job Title:</b>	Wild In Art Project Manager
<b>Hours:</b>	Full time, 37.5 hours per week
<b>Term:</b>	Fixed term – initial 2 years
<b>Reports to:</b>	Head of Community Fundraising
<b>Salary:</b>	£38,000 - £44,000 per annum (depending on skills and experience)
<b>Location:</b>	Cambridge (minimum of 2 days in the office with the flexibility to work weekends and evenings at events)

### A little bit about us

Addenbrooke's Charitable Trust (ACT) supports Addenbrooke's Hospital in Cambridge, recently recognised as one of the world's top 100 hospitals and a leader in healthcare innovation. The hospital provides specialist services in cancer, paediatrics, transplantation, genetics, and neurosciences. Currently, the Cambridge Biomedical Campus is undergoing major transformation, including building the **Cambridge Cancer Research Hospital** and **Cambridge Children's Hospital**—both integrating leading clinical care with biomedical research. To fund these projects, ACT has launched major fundraising campaigns alongside its **Help Your Hospital Programme**, which further enhances patient care and research.

All activities align with ACT's values: being **Supportive, Innovative, Ambitious**, and **acting with Integrity**.

### Role Overview

*Are you ready to bring art, people, and purpose together in an unforgettable way?*

Join a vibrant, forward-thinking NHS charity as the Project Manager for the Wild in Art Trail — a high-profile, city-wide celebration of creativity, connection, and fundraising across Cambridge.

In this dynamic role, you'll be the driving force behind an extraordinary public art trail featuring artist-painted sculptures dotted across the city and the Cambridge Biomedical Campus. This immersive event unites corporate sponsors, schools, community groups, and tens of thousands of visitors — all while raising vital funds to transform healthcare through new cancer and children's hospitals.

As the driving force behind this ambitious project, you'll:

- **Strategise & Lead:** Shape the trail's vision, manage timelines, coordinate stakeholders, and deliver standout launch and farewell events.
- **Engage & Influence:** Forge meaningful partnerships with sponsors, supporters, and local communities.

- **Sell & Steward:** Confidently pitch sponsorship packages, secure funding, and guide sponsors from first contact to post-event auction.
- **Deliver Impact:** From merchandising to on-the-ground logistics, ensure an exceptional experience for participants and a successful financial outcome for the charity.

You'll collaborate across every corner of the organisation, reporting to the Head of Community Fundraising, you will help steer the strategic growth of a campaign set to ignite and inspire fundraising across the region.

Why this project and this role matter to us so much:

**It's bold** — it is a large-scale art event that inspires joy and generates impact.

**It's creative** — you'll be shaping the aesthetic and emotional heart of the project.

**It's rewarding** — your leadership will touch lives through enhanced healthcare.

**It's collaborative** — you'll work with artists, executives, schoolchildren, and stakeholders from every walk of life.

Are you ready to make your mark on Cambridge's cultural and charitable landscape?

This is your canvas. Let's create something unforgettable.

#### **Key Responsibilities:**

- Manage the planning, delivery, and evaluation of the Wild in Art sculpture trail project from inception to completion.
- Manage the sponsorship plan for the trail and sculptures, securing 30+ corporate sponsors.
- Act as the main point of contact between the charity, Wild in Art, artists, sponsors, community partners, and stakeholders.
- Manage the commissioning and installation of sculptures, including artist liaison, site planning, and permissions.
- Develop and manage project timelines, budgets, and risk registers to ensure timely and cost-effective delivery.
- Work closely with the fundraising, marketing, and events teams to maximise public engagement, sponsorship, and donations.
- Oversee logistics related to sculpture transport, installation, maintenance, and deinstallation.
- Ensure the project meets accessibility, health & safety, and environmental standards.
- Manage the development of educational and community engagement programmes linked to the trail.
- Manage the reporting, evaluation, and impact measurement, including post-event reviews and reports for stakeholders and funders.
- Attend Corporate pitches and other events as required across the 6 counties in the East of England. This will involve some weekend and evening work, along with travelling and transporting event materials.

### **Targets and budgets**

- Achieve agreed income targets.
- Plan and monitor the allocation of the budget in conjunction with the Public Campaign and Event Manager and the Head of Community Fundraising

### **Collaboration & Team Support:**

- Work closely with the wider fundraising team to ensure that the trail is integrated into ACT's broader fundraising strategy and campaigns.
- Liaise with the marketing and communications teams to deliver tailored materials and merchandise.

### **Reporting and Administration:**

- Prepare and present regular reports on progress, including financial performance, partnership activity, and key milestones.
- Ensure accurate data management and compliance with ACT's internal processes, donor stewardship policies, and fundraising regulations.

### **Skills & Experience:**

- Proven experience in managing a large-scale, multifaceted project that is designed to engage, educate and generate significant income.
- Proven ability to engage multi-level stakeholders and meet deadlines.
- Experience in corporate sponsorship and sales – from pitch creation to sealing the deal.
- Excellent communication and presentation skills, with the ability to influence and engage senior business leaders.
- Highly organised with strong project management skills, able to juggle multiple priorities and deliver results on time.
- A passion for building relationships and a commitment to the mission of Addenbrooke's Charitable Trust.
- The ability to travel around Cambridge and the surrounding areas for meetings.

### **Desirable Skills:**

- Previous experience working within the charity sector.
- Understanding of the local business community in Cambridge or the wider region.
- Experience in using CRM systems (e.g., Salesforce, Donorfy) and managing donor data.

### **Why Join Us?**

This is an exciting opportunity to join a dynamic team, working to make a real difference in the healthcare sector. You will have the chance to build impactful partnerships with businesses, work alongside passionate colleagues, and contribute directly to supporting life-changing care at Addenbrooke's Hospital.

## General corporate requirements

- To adhere always to ACT's policies and procedures as varied from time to time.
- Undertake not to reveal to any person or entity any confidential information relating to donors, patients and employees, policies, processes, and dealings and not to make public statements relating to the affairs of ACT without prior authority of the Director of Fundraising or CEO
- To ensure the effective and efficient use of ACT's resources
- To ensure that all duties are carried out to the highest possible standard.
- To be aware of individual responsibilities under the Health and Safety at Work Act (1974)
- To respect the confidentiality of all matters learned in the course of employment and respect the requirements of the Data Protection Act (1998)
- To work in line with the Fundraising Regulator Code of Practice and other relevant legislation and guidance
- To ensure due regard is given to customs, values and spiritual beliefs of supporters, patients, carers, and their relatives.
- To participate in team meetings, planning and any corporate development activities and initiatives as may be identified from time to time.
- To undertake any other reasonable task as may be identified as necessary by your line manager, or by the senior management team from time to time.

*The job description outlines the duties required of this post to indicate the level of responsibility. It is not a comprehensive or exclusive list, and duties may be varied from time to time which do not change the general character of the job, or the level of responsibility outlined.*

## APPLICATION PROCESS

Please send your CV and a covering letter explaining why you are a good fit for the role to [hr@act4addenbrookes.org.uk](mailto:hr@act4addenbrookes.org.uk)

**The closing date for applications is 5<sup>th</sup> September 2025, however we reserve the right to close this vacancy once a sufficient number of applications have been received, or a successful candidate is found.**



**We strongly encourage candidates of different backgrounds and identities to apply. Each new team member is an opportunity for us to bring in a different perspective, and we are always eager to further diversify our charity.**

# ADDENBROOKES CHARITABLE TRUST

## PERSON SPECIFICATION

### Essential Skills

- Proven experience in leading and delivering complex projects or campaigns – from creation to wrap-up and evaluation presentations.
- Experience in leading and delivering corporate partnerships or business development, with a track record of securing and managing five and six-figure partnerships.
- Strong account management experience, with the ability to build and maintain long-term relationships with key stakeholders.
- A strategic thinker with the ability to understand and align corporate goals and project outputs with charitable objectives.
- Excellent communication and presentation skills, with the ability to influence and engage senior business leaders, Trustees, Hospital staff, charity colleagues and a raft of supporter audiences.
- A real strong sense of collaboration across multiple audiences (stakeholders, senior leaders, project partners, and internal teams).
- Highly organised with strong project management skills, able to juggle multiple priorities and deliver results on time.
- Proven experience in creating, delivering and managing timelines, budgets, risk assessments, and other essential project management, administration and evaluation.
- An ability to operate at a strategic planning level, and be able to quickly turn a hand to logistics and delivery.
- A passion for building partnerships and a commitment to the mission of Addenbrooke's Charitable Trust.
- Driving Licence to enable travel around the East Anglian region

### Desirable Skills:

- Previous experience working within the charity sector.
- Understanding of the local geography and business community in Cambridge or the wider East Anglia region.
- Experience of working collaboratively across different areas of fundraising, including: philanthropy, individual giving, community and corporate.
- Experience in using CRM systems (e.g., Salesforce, Donorfy) and managing donor data.

# ADDENBROOKE'S CHARITABLE TRUST

## CURRENT EMPLOYEE BENEFITS



- Pension Scheme
- Group Life Assurance vs. 4 x Salary
- Enhanced Maternity and Paternity Pay
- Annual Eye Tests + £65 (towards Computer Use Glasses)
- Leisure Centre on site
- NHS Discount Schemes
- Health Cash Plan - Mediacash
- Employee Assistance Programmes
- 25 days of Annual Leave + Bank Holidays
  - Annual Leave increases by one day each year after 2 years' service up to 29 days
- Your Birthday off
- Cycle 2 Work Scheme