

Big ideas.
Lifelong connections.
One objective.

Careers at Cancer Research UK

CANCER RESEARCH UK

Legacy Management Officer

At Cancer Research UK, we're a collective force, tackling cancer on all fronts to save and improve lives. We fund pioneering research, we provide reliable and accessible information, we influence policy, and we encourage positive behaviour change. Each of our specialist teams and departments make up our directorates and play a vital role in supporting our vision.

This role sits within our Marketing, Fundraising, and Engagement directorate as part of the Family & Friends team and Legacy Management department. The Marketing, Fundraising, and Engagement directorate inspires millions to join us in our mission to beat cancer. It exists to help Cancer Research UK become the number one brand in the charity sector and the number one charity for supporter experience.

At Cancer Research UK, we fund around 50% of all publicly funded cancer research here in the UK. We cannot achieve our aims without support from the UK public. The people in our Marketing, Fundraising, and Engagement teams are essential to engaging with the UK public in deep and meaningful ways, ultimately growing our fundraising.

" I'm helping to beat cancer every day and I honestly don't think there's a better feeling than that. I'm enormously proud to work for the charity.

Did I think 10 years ago when I went for my interview that I would still be working here? I don't think I did. And in those 10 years that I've come and gone, to see the progress that we've made and seeing the impact of the work that I do is really nice. "



Kelly Brooks - Marketing, Fundraising, and Engagement

What will be my purpose?

At Cancer Research UK, we exist to beat cancer. We are professionals with purpose, beating cancer every day. But we need to go much further and much faster. That's why we're looking for someone talented, someone who wants to develop their skills, someone like you.

As a Legacy Management Officer, your purpose will be to manage Legacy Management casework and deliver the Legacy product strategy while building first-class professional partnerships and relationships in relation to Legacy giving.

You will act as the first point of contact working with professional and lay executors (dependent on role) to administer estates in a professional and approachable manner seeking to maximise gifts when appropriate. You will manage a caseload of residuary and life interest legacies and cultivate relationships in a defined geographical region with individual solicitors, solicitor firms, and other professionals involved in legacy giving or Wills substitutes.

Support the Legacy Partnership Managers to implement the engagement strategy working seamlessly with them in relation to the exchange of data and information relevant to collaborative professional relationships.

What will I be doing?

- Manage a paperless caseload of residuary and life interest trust legacies, dealing with them efficiently and effectively – adding value and safeguarding Cancer Research UK's interest.
- Correspond with executors in an engaging and professional manner in line with Cancer Research UK's brand guidelines.
- Take pragmatic decisions within own area of responsibility and under the Delegated Authority, promoting Cancer Research UK as an easy to deal with and professional beneficiary.
- Seek support and guidance from the Complex Legacy Management team as appropriate.
- Engage with the family and friends of the deceased to thank and acknowledge the legacy, and to provide information about the impact of the gift.

- Promote the team within Cancer Research UK, including reporting and sharing interesting legacy stories.
- Accurately estimate the value of the legacy and keeping it updated. Undertaking additional checks as required and participating in any pre-audit compliance work.
- Adhere to Cancer Research UK's financial and Data Protection policies.
- Undertake additional activities to support the overall Legacy Strategy and improve how the team works.
- Through excellent legacy administration, engage with legacy professionals to create a positive view of Cancer Research UK and legacy charity sector more generally.
- Support the Legacy Partnership Manager to implement the engagement strategy, including events and other relationship building activities.
- Attend engagement events and visits to professionals within your region, where a Legacy Management perspective is beneficial.

Friends and Family Team

- Build relationships with lay executor (non-professional executors) through thanks, recognition and sharing the impact of legacy giving.
- Support the professional-facing team in their family & friends engagement activity.
- Support other Fundraising & Marketing teams with supporter queries, events and other activities relevant to your region.
- Identify trends with queries and constantly seek and recommend improvements to systems and processes within own area of expertise.
- Be the first point of contact for supporters/members of the public.
- Ensure equality and diversity are celebrated and considered as part of all decisions taken.
- Committed to Cancer Research UK's vision to bring forward the day all cancers are cured.

What skills will I need?

- Qualified solicitor or qualified by experience in probate, trust and charity law.
- Knowledge of probate and trust law.
- Accounting knowledge - particularly estate accounts, investment management, share valuations, management accounting and reporting.
- Tax knowledge, particularly income tax, inheritance tax and capital gains

tax.

- A proven track record of success in managing or helping to manage a legacy administration or an equivalent function.
- Excellent stakeholder engagement and management skills, with the ability to quickly get buy-in and work collaboratively.
- Proven ability to work well under pressure.
- Ability to identify and build on new opportunities.
- A flexible approach, to comfortably manage ambiguity and changing environments/contexts.
- Excellent communication and relationship-building skills, creating connections to make great things happen.

Additional Information

For more information on our career opportunities and benefits please visit our website or contact us at recruitment@cancer.org.uk.

For more updates on our work and careers, follow us on: Linked In, Facebook, Instagram, X, and YouTube.

Our values represent who we are and will help us to bring our best to what we do and ensure Cancer Research UK is a great place to work.



Bold: Act with ambition, courage and determination



Credible: Act with rigour and professionalism



Human: Act to have a positive impact on people



Together: Act inclusively and collaboratively