



Relay For Life Logistics Chair Role Profile

Why we need you

Cancer Research UK Relay For Life celebrates the power of community fundraising in the fight to beat cancer. Teams of friends and family fundraise for life-saving research, then unite as a community to honour everyone who has been affected by cancer and celebrate the progress made in research.

The event is focused on a relay where team members take turns completing an activity, whether that be walking laps of a track, through a park or some other challenge, to show that step by step, we're beating cancer. Every Relay For Life includes games and music from local performers, and a Candle of Hope ceremony to give us a moment to reflect and honour everyone affected by cancer.

As the Logistics Chair, you'll have a really important role to play in the run up to the Relay event and on the day itself. You'll deal with the 'nuts and bolts' of locating a venue and equipping it with all the necessary facilities, as well as ensuring each of your fellow committee members has everything they require to deliver a safe event. In short, you'll pull everything on the practical side together. A well-prepared Logistics Chair will give everyone the platform on which to build a wonderful celebration.

What will I be doing?

- Helping to secure a suitable venue for the Relay and liaising with the venue to ensure compliance to terms and conditions of hire.
- Confirming arrangements for access to the venue, provision of toilet facilities etc.
- Drawing up a plan of the Relay site, and working out entrances, exits and any security issues.
- Notifying local residents about the Relay and possible noise.
- Arranging First Aiders for the Relay.
- Carrying out a risk assessment (in consultation with your Relationship Manager).
- Liaising with other committee members to support their requirements during the Relay and briefing them on logistical matters for the day to ensure a safe and compliant event.

What skills do I need?

- You'll need to be thorough and have an eye for detail to ensure you've got all the facilities in place for a safe and compliant Relay.
- You need the ability to collaborate with others, including the other committee members, the Relationship Manager and people external to the Relay.
- You'll need to be quick thinking, calm and adaptable, in case some things don't go to plan.

How much time do I need to commit?

You will need to start planning and organising the logistics for the event about 9 months before the Relay (although the venue may need to be booked up to a year in advance). The Logistics Chair role in particular requires your input into the activities of other committee members, so you'll need to attend all Relay For Life committee meetings (these will usually be monthly and then weekly as the Relay gets closer). You will also need to be at the Relay event from start to finish.

What support will I be given?

You will be part of a dynamic and supportive Relay committee. Committee members will be able to help you work out exactly what kind of area and facilities within the venue they will need. The committee will be supported by a Relationship Manager (a local Cancer Research UK representative). Your Relationship Manager will be the committee's key point of contact and will help you with risk assessments and any relevant Health & Safety requirements.

What benefits can I expect?

As the Logistics Chair for your Relay, you'll use your existing skillset, as well as develop new skills and experience, to support your community to unite against cancer. You'll play a major part in bringing your community together in a safe environment and the money raised from your Relay will help Cancer Research UK fund life-saving research to beat cancer, which can be extremely rewarding. The Relay itself is also a lot of fun and a great way to meet and make friends with people in your community!

Where will I be based?

Some of the planning aspects of this role can be completed from home, although attending committee meetings, meeting your Relationship Manager to discuss certain aspects of the role, carrying out site visits and notifying neighbours about the possible noise will all require you to be 'out and about' in the community.

Every Relay, every team, every Survivor and every pound raised is helping bring about a world where everybody lives longer, better lives free from the fear of cancer.