



Cancer Research UK Relay For Life Catering Chair Role Profile

Why we need you

Cancer Research UK is looking for an individual to join their local Relay for Life Committee to co-ordinate the catering arrangements at the Relay.

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 Catering Chair, you will lead on arranging all food that is provided at your Relay and wherever possible, offer 'healthy' options that reflect our 'reduce the risk' messages. You can make this part of the event into a large feast or keep it basic, but above all, it is your role to keep everyone sufficiently fed and watered to keep them going throughout the event, whilst also keeping expenditure at an appropriate level.

What will I be doing?

- Co-ordinate all food and beverage arrangements
- Locate and source food and drink donations from local community / and or invite local catering businesses to provide good quality food and drink at the Relay For Life
- Attend committee meetings to update the committee and co-ordinate your activities with the event as a whole
- Control logistics of food arrival, preparation and delivery within Relay venue
- Ensure outside caterers have correct documentation to provide food to the public

What skills do I need?

- You need good communication skills to sell Relay and encourage free food and drink donations from community
- Be aware of local food and beverage suppliers who may be able to donate products to Relay
- You need excellent organisational skills to ensure smooth delivery of food and drink is planned and executed with contingency plans in place
- Ability to work with others i.e. outside caterers, venue managers, volunteers etc
- You should be IT literate and ideally have access to a computer

How much time do I need to commit?

You will need to start planning and organising the food and beverage about 6 months prior to the Relay. You will also need to attend all Relay for Life committee meetings (these will probably be monthly and then weekly as the Relay gets closer) to encourage your fellow committee to assist with contacts that could offer food and beverages as well as inform them of your programme within the Relay. The role will also require meetings with the Logistic Chair to ensure smooth set up and delivery of the food and beverage requirements.

What support will I be given?

You can rely on the help and support of the Relay For Life Committee and you will have access to a dedicated Cancer Research UK staff contact with whom you can liaise, via your Event Chair, should you have any queries or difficulties.

What benefits can I expect?

Relay For Life is an emotionally uplifting and rewarding event. As well as being part of the Relay, you'll have the satisfaction of knowing that you have played an important role in keeping everyone at Relay well fed and watered for the duration of the event. Your 'added-value' will ensure that all the participants have a wonderful experience as well as raising money to beat cancer faster but also remembering and celebrating those affected by cancer.

Where will I be based?

Most of the planning work will be completed at home. However, it will be necessary to go out into the community and find suitable food and drink donations and attend committee meetings to encourage everyone in Relay to assist in your search for donated goods and / or catering services.

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.