

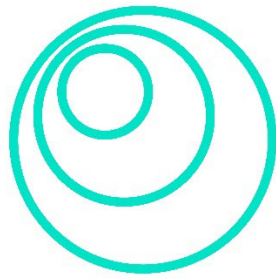


Sarcoma UK
The bone & soft tissue
cancer charity

Application Pack

Senior Database Officer





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April 2026

Dear Candidate

Post: Senior Database Officer

Thank you for your interest in this position. To apply, please complete the application form and equal opportunities form, and email to jobs@sarcoma.org.uk. CVs won't be considered.

The closing date for applications is **Sunday 17th May 2026 (5pm)**. Interviews will be held **Thursday 28th May 2026** at Sarcoma UK offices, 1 St John's Lane, London, EC1M 4AR.

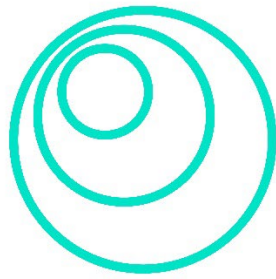
We take every step to make our recruitment process as accessible as possible for applicants. If you require any reasonable adjustments for any part of the interview or application process, please specify in the application form.

Information about our work is available on our website: www.sarcoma.org.uk and through our social media channels. If you have any questions regarding this post, please contact jobs@sarcoma.org.uk.

I hope that you will consider applying for this exciting and important role at Sarcoma UK, joining us in our work to transform the landscape for sarcoma.

Yours sincerely

Richard Davidson - Chief Executive



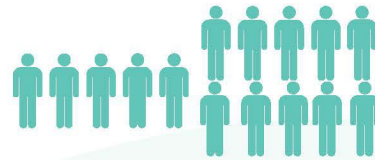
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What is sarcoma?



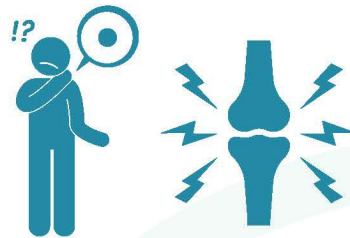
Sarcomas are uncommon cancers that can develop anywhere in the body, including the muscle, bone, tendons, blood vessels and fatty tissues



16 people are diagnosed with sarcoma every day in the UK



There are around 100 different types of sarcoma



Symptoms of sarcoma include

- a lump that gets bigger
- swelling, tenderness or pain in the bone

Sarcoma UK is a national charity that funds vital **research**, offers **support** for anyone affected by sarcoma cancer and **campaigns** for better treatments.



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About Sarcoma UK

Sarcoma UK is a national charity that funds vital research, offers support for anyone affected by sarcoma cancer and campaigns for better treatments. It is the only cancer charity in the UK focusing on all types of sarcoma.

Our vision

Where everyone affected by sarcoma cancer lives longer and better lives.

Our mission

We enable earlier diagnosis, advance treatments, improve care and ensure no one faces sarcoma alone by working with patients, families, researchers, healthcare professionals and policymakers.

What we do

- Drive awareness of sarcoma cancer.
- Find answers through funding sarcoma research.
- Provide information and support to anyone affected by sarcoma cancer.
- Campaign for better treatments and to improve standards of care.

Our goals

- More people will survive sarcoma.
- More will be known about the causes of sarcoma.
- Everyone affected by sarcoma will have access to the best treatment and care.



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Our Promise to people affected by sarcoma

Everything we do is shaped by the people affected by sarcoma.

Our work is guided by five commitments:

We are shaped and driven by people affected by sarcoma

We listen to and learn from the experiences of patients and families.

We are committed to equity

Everyone affected by sarcoma should be able to access the same quality of care, information and support.

We collaborate to make a bigger impact

We work with healthcare professionals, researchers, organisations and policymakers to achieve more together.

We uphold the highest standards

We use evidence and expertise to push for better care, treatment and research.

We are relentlessly ambitious

Sarcoma is decades behind other cancers. We will use every opportunity to close that gap.



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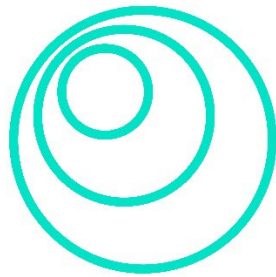
Equity, Diversity and Inclusion Statement

Sarcoma can affect anyone. That's why we fund vital research, campaign for better treatments and offer support for everyone.

We know that we have more work to do to make Sarcoma UK more representative of all the people affected by sarcoma. That's why we want to hear from you whatever your gender identity or expression, sexual orientation, religion, ethnicity, age, neurodiversity, disability status, economic background or any other aspect of your identity and experience.

Being part of Sarcoma UK means your voice; your perspective and your contributions will help us better serve everyone affected by sarcoma.

And that's a win for everyone.



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Job Description

Senior Database Officer

Salary: £36,000 per annum

Hours: Full-time (37.5 hours per week)

Location: Sarcoma UK's offices (Farringdon, London) and home.

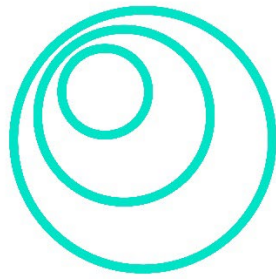
Reports to: Database Manager

Benefits:

- Flexible working options including hybrid working
- Pension with 5% employer contribution
- 25 days holiday entitlement per annum (pro-rata) plus bank holidays and the working days between Christmas and New Year
- Additional day off for your birthday
- Volunteering day per year
- Enhanced sick, maternity and adoption pay
- Sarcoma UK Life Insurance Scheme
- Health and wellbeing:
 - Health Cash Plan
 - Therapy sessions
 - Wellbeing Group
 - Team activities throughout the year
- Interest-free season ticket and bicycle loan

Job purpose

To support the Database Manager in overseeing and enhancing Sarcoma UK's Raiser's Edge NXT database to ensure it supports strategic fundraising, data-driven decision-making, and organisational growth. This senior role balances day-to-day database operations with a focus on innovation, integration of new technologies, and the delivery of advanced reporting and insights that align with Sarcoma UK's strategic objectives. The Senior Database Officer also plays a key role in staff upskilling and future-proofing the charity's data systems.



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Duties and key responsibilities

Database Administration (Raiser's Edge NXT)

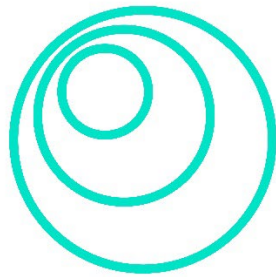
- Manage, maintain and optimise constituent and gift data on Raiser's Edge NXT to ensure accuracy and compliance.
- Support the Database Officer with processing incoming donations from online giving platforms including JustGiving and Fundraise Up to ensure accurate integration and reconciliation.
- Support the Database Officer with monthly reconciliations between Raiser's Edge NXT and the income spreadsheet.
- Work with the Database Manager to develop and manage Omatic Cloud automated processes for importing constituent and gift data from external fundraising platforms.
- Support the Database Manager in designing and monitoring database KPIs.
- Lead data cleansing and housekeeping projects including data retention, consent and Gift Aid reviews identifying areas for improvement and implementation of best practice in collaboration with the Database Manager and Database Officer.
- Support fundraising stewardship through event management, automated workflows and mailing list coordination.
- Process and record Gift Aid declarations in accordance with HMRC guidelines.
- Maintain high standards of data quality, GDPR compliance and robust data controls.
- Administer user access and database security settings in line with internal policies and GDPR.

Data Reporting and Insights

- Build sophisticated donor segmentation, pipelines and automated journeys to improve donor retention and engagement.
- Deliver tailored reports, interactive dashboards and insights to support strategic decision-making.

Staff Training and Support

- Provide tailored team training, knowledge-sharing sessions, and guidance materials to help colleagues make the best use of Raiser's Edge NXT.
- Manage data-related enquiries and provide timely support.



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Cross Function Collaboration

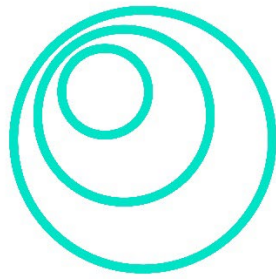
- Work closely with the Database Officer to align on day-to-day data processing and support.
- Partner with the Finance Team on reconciliation and reporting.
- Collaborate with Fundraising, Communications, and Support Services teams to provide strategic database insights and technical guidance.

Other

- Work flexibly and collaboratively in a dynamic environment, undertaking other duties as required to support the wider operations of Sarcoma UK.

Person Specification

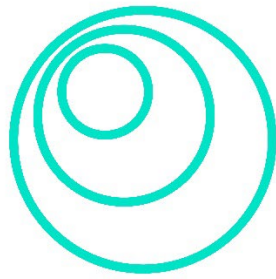
	Essential	Desirable
Education, Training, Qualifications	A good level of general education, including a high level of proficiency in English and maths.	
Experience / Knowledge	Proven experience using a CRM database within a charity or not-for-profit organisation. Proficient in importing and exporting data using Raiser's Edge NXT (or a similar CRM platform).	Knowledge and experience of using Raiser's Edge NXT or Beacon Experience using Omatic Cloud. Understanding of HMRC Gift Aid rules and processes with the ability to submit claims.



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	<p>Strong skills in data analysis, running complex queries and reports using Raiser's Edge NXT (or a similar CRM platform).</p> <p>Strong experience of segmenting and building data selections.</p> <p>Experience providing database support and troubleshooting.</p> <p>Proficient in Microsoft Office applications, particularly Word, Excel, and Outlook.</p>	<p>Experience of database migration.</p> <p>Experience creating dashboards or reports using Power BI or similar.</p> <p>Familiarity with data protection legislation (e.g. GDPR) and its application within a charity setting.</p>
Skills and abilities	<p>Strong problem solving and analytical skills with the ability to collate and present data clearly and logically.</p> <p>Excellent communication skills both verbal and written, able to explain technical and data concepts clearly to non-technical colleagues.</p> <p>Excellent organisational and time management skills with the ability to prioritise</p>	



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	<p>and manage multiple tasks to meet deadlines.</p> <p>Fast and accurate data entry skills with strong attention to detail.</p> <p>Proactive and self-motivated, able to work independently and collaboratively.</p> <p>Demonstrates tact, discretion, and sensitivity when handling confidential and personal data.</p>	
Other	<p>Commitment to improving the lives of people affected by sarcoma.</p> <p>Alignment with Sarcoma UK's values and strategic objectives.</p> <p>Commitment to best practice and professional integrity, and continuous improvement.</p> <p>Willingness to promote and uphold equality, diversity, and inclusion across all areas of work.</p>	



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