



Sarcoma UK
The bone & soft tissue
cancer charity

Application Pack

Challenge Events Assistant



July 2026



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Dear Candidate

Post: Challenge Events Assistant

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 **Tuesday 21 July 2026 (5pm)**. Interviews will be held on **Thursday 30 July 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

Challenge Events Assistant

Salary: £26,000 per annum
Hours: Full-time (37.5 hours per week)
Contract: 1 Year Fixed term
Location: Sarcoma UK's offices (Farringdon, London) and home.
Reports to: Head of Public Fundraising
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 delivery of Sarcoma UK's challenge events portfolio, with a particular focus on supporting the expansion of the London Marathon into a two-day event and providing excellent stewardship to a growing number of challenge event fundraisers.

This is a new, fixed-term role offers an excellent opportunity for someone passionate about fundraising to learn and develop within a busy, friendly and supportive fundraising team. The post is offered on a one-year fixed-term contract, with the possibility of becoming permanent.



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Duties and key responsibilities

Challenge Event Support

- Provide day-to-day support to the Senior Challenge Events Officer across Sarcoma UK's challenge events portfolio.
- Act as a point of contact for fundraisers participating in challenge events, responding to enquiries and signposting them to the right support.
- Support the delivery of the London Marathon, including stewardship and the setup of the Running Show and after party.
- Help administer the challenge events process, including registrations, deadlines, record-keeping and post-event evaluations.
- Assist with the organisation of event-day experiences, such as cheer stations and receptions, to support participants and celebrate their achievements.
- Help compile reports and evaluations for events within the challenge event portfolio.
- Support research into new challenge events to help grow the charity's portfolio.

Communications

- Support the creation of challenge event content for online and offline channels, including the website, working with the Senior Challenge Events Officer and the Communications team.
- Help compile impact messages for fundraisers.
- Help gather fundraising stories, case studies and achievements to share with the Communications team.

Supporter Care

- Provide friendly, gold-standard support to challenge event fundraisers, helping them access the resources they need to maximise their fundraising and stay involved long term.
- Help deliver personalised stewardship journeys to support participants in meeting or exceeding their fundraising targets.
- Respond promptly to fundraising enquiries by post, email and telephone.
- Help ensure fundraisers receive timely recognition, including letters, certificates and impact updates as appropriate.
- Send fundraising materials and packs to supporters.



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Administration and Compliance

- Maintain accurate supporter records using Sarcoma UK's database (Raiser's Edge).
- Help ensure Gift Aid is captured at every opportunity.
- Help monitor and manage event fundraising stock.
- Work in line with fundraising legislation, including GDPR, risk management, health and safety regulations, and the Fundraising Regulator's Code of Conduct.

Other

- Provide event support, which may involve occasional weekend or evening work.
- Adapt to the evolving needs of Sarcoma UK by undertaking other duties as required.

Person Specification

	Essential	Desirable
Education, Training, Qualifications	A good level of general education, including a high level of proficiency in English and maths.	A fundraising or events-related qualification or working towards one.
Experience / Knowledge	Some experience of fundraising, events or customer / supporter care – this may include volunteering, your own fundraising, or a customer-facing role. Confident user of Microsoft Office (Word, Excel, Outlook). Ability to prioritise and manage a varied workload and meet deadlines.	Experience of working or volunteering in the charity sector. Experience of supporting events or projects. Familiarity with fundraising CRM databases (e.g. Raiser's Edge). Awareness of fundraising regulations, best practice and GDPR



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Skills and abilities	<p>A genuine passion for challenge events and fundraising.</p> <p>A willingness and ability to learn quickly in a fast-paced environment.</p> <p>A natural ability to build strong, positive relationships with a wide range of people.</p> <p>Highly organised and detail-oriented, with the ability to juggle multiple tasks.</p> <p>A confident communicator (written, phone and face-to-face) who brings energy and positivity to supporters.</p> <p>Tact, discretion and sensitivity, with a commitment to confidentiality, particularly when dealing with sensitive data.</p> <p>Enthusiastic, proactive and self-motivated, able to work both independently and as part of a team.</p>	Public speaking or presentation skills.
Other	Commitment to improving the lives of people affected by sarcoma.	



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	<p>Commitment to Sarcoma UK's promise and strategic aims.</p> <p>Commitment to best practice and professional integrity in all areas of work.</p> <p>Promote equality, diversity and inclusion at Sarcoma UK.</p> <p>Willingness to work flexible hours, including some evenings and weekends.</p> <p>Willingness to travel to events when required.</p>	
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