



SarcomaUK
The bone & soft tissue
cancer charity

Application Pack

Community Fundraising Manager



April 2024



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Dear Candidate

Post: Community Fundraising Manager

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 7 May 2024 (5pm)**. Interviews will be held on **Monday 13 May and Tuesday 14 May 2024**, via video call.

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.



15 people are diagnosed with sarcoma every day in the UK.



There are around 100 different subtypes of known sarcoma.



A key symptom of sarcoma is a lump that is increasing in size, often quickly.

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

🐦 @Sarcoma_UK

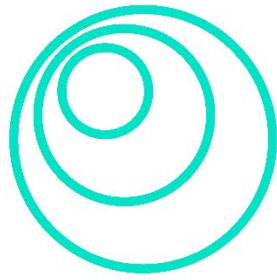
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sarcoma.org.uk



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ABOUT SARCOMA UK

Sarcoma UK is the only cancer charity in the UK focusing on all types of sarcoma.

Our vision

Where everyone affected by sarcoma cancer has the treatment, care and support they need.

Our long-term vision

All people with sarcoma will be diagnosed earlier, have better experiences and live longer lives with less long-term effects.

Our mission

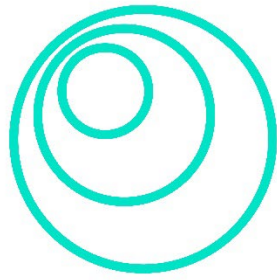
To ensure everyone affected by sarcoma receives the best treatment, care, information and support available and to create the treatments of the future.

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 VALUES



PIONEERING

We are leading the way to a better future for the sarcoma community

- We are bold in our ambitions to maximise our impact
- We are innovative and dynamic in our approach
- We push boundaries in helping to transform the lives of everyone affected by sarcoma

- We support, encourage and learn from each other in our shared ambitions
- We connect and collaborate with others to achieve the best possible impact
- We bring everyone with us to achieve our goals

TOGETHER

We are creating a community to make a difference for all those affected by sarcoma



- We collaborate with the best in the sarcoma community and beyond
- We amplify the voice of experience and gather evidence to make a difference
- Our professionalism is at the heart of what we do



EXPERT

We use our expertise in understanding sarcoma to deliver better outcomes



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Equality, 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 which makes you unique.

Being part of Sarcoma UK means that your uniqueness will help bring about a world where fewer people are affected by sarcoma.

And that's a win for everyone.



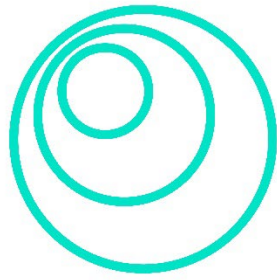
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Community Fundraising Manager

The Community Fundraising Manager will be an integral part of a dynamic and unstoppable fundraising department.

The role will develop and implement strategies to cultivate grassroots fundraising across the UK in support of Sarcoma UK's mission. You will recruit, steward and enable a network of dedicated community fundraisers, volunteer fundraising groups and fundraising event hosts. Through excellent donor support, you will maximise fundraising from annual campaigns, challenge events, community activities and peer-to-peer initiatives.

You will also have a positive 'can do' attitude, a personable manner, and will embrace the desire to make a measurable difference. Working in areas the charity has not previously been able to dedicate a Community Fundraiser Manager to, you will be expected to work with the staff team and, internal and external networking groups, as well as building relationships and partnerships in the community.



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Job Description

Community Fundraising Manager

Salary: £40,000
Hours: Full Time (37.5 hours per week)
Location: South of England based - flexible working arrangement available (hybrid/home working)
Reports to: Director of Fundraising and Communications
Benefits:

- Flexible working options including hybrid working
- Pension with 5% employer contribution
- 25 days holiday entitlement per annum 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:

As the Community Fundraising Manager, your role will be to drive income growth and create exciting opportunities for Sarcoma UK's supporters, while supporting them throughout their fundraising journey.

Duties and key responsibilities

Community fundraising

- Manage and develop regional fundraising by devising a regional community fundraising strategy for income generation.
- Design and develop Sarcoma UK's calendar of annual community fundraising campaigns and events communication, including Cuppa and Cake.



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- Introduce fundraising opportunities to our existing and potential supporters through a multi-channelled marketing strategy to grow levels of engagement and participation.
- Identify opportunities and recruit new community fundraisers, fundraising groups, corporate and school partners.
- Work with the Fundraising team to produce regular feedback reports and analysis on specific community products and overall revenue.
- Lead on promotion of community fundraising through digital marketing, PR, speaking engagements and on the ground fundraising.

Management

- Provide line management and day-to-day support to the Regional Fundraising Officer North, building their fundraising knowledge.
- Develop, manage, and monitor budgets for your areas of responsibility.

Income Generation

- Implement agreed KPIs, objectives and budget for the Regional Fundraising Team to drive support and engagement.
- Identify fundraising products, key accounts, and projects that will support income growth both locally and nationally.
- Responsible for monitoring and managing all income streams across all community fundraising lines including Gift Aid and working closely with the Operations Team.

Processes, administration, and reporting

- Maintain accurate and up-to-date supporter records on Sarcoma UK's database (Raiser's Edge).
- Ensure all recording, and stewardship processes are up to date and working across the fundraising team, wider charity and in accordance with current laws and regulations.
- Ensure necessary Community Fundraising policies are up to date.
- Follow Sarcoma UK's processes and procedures including risk assessments to ensure a consistent approach and maintain a high level of support expected by our donors and fundraisers.
- Ensure that all activities are compliant with legislation governing fundraising including GDPR, health and safety, Institute of Fundraising, and the Fundraising Regulator Code of Conduct.



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Wider fundraising

- Support company and corporate partnerships that utilise community and trade fundraising.
- Support third party fundraising and challenge event portfolio.
- Work with the Events Manager to develop merchandise and trade income opportunities.
- Support with managing merchandise supplier relationships and internal and external stock levels.

General

- The role requires some travel to events and meetings throughout the UK. Some weekend or evening work will also be required and time off in lieu will be given. Travel expenses will be reimbursed (exc. Travel to the Sarcoma UK office).
- Stay up to date with the latest knowledge in fundraising and ensure Sarcoma UK's processes and procedures follow best practice.
- The post holder will be working in a developing environment, and they will therefore be required to undertake other appropriate duties as necessary for the efficient operation of Sarcoma UK.

Person Specification

	Essential	Desirable
Education, Training, Qualifications	A good level of general education, including a high standard of English and maths.	Previous training undertaken through the Institute of Fundraising and/or other relevant bodies.
Experience / Knowledge	<p>Experience of leading community fundraising and delivering a successful portfolio of activities against a budget.</p> <p>Track record of achieving ambitious fundraising targets through community and volunteer-led programs.</p> <p>Proficient with fundraising CRM databases and Microsoft Office suite.</p> <p>Experience of project management, with a responsibility for delivery.</p>	<p>Line management experience.</p> <p>Experience of the Raisers Edge database software.</p>
Skills and abilities	Commitment to delivering exceptional donor stewardship and customer service.	



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	<p>Understanding of fundraising regulations, codes and best practices and GDPR.</p> <p>Ability to build strong relationships with internal and external teams.</p> <p>Organised and detail-oriented with the ability to successfully manage multiple projects.</p> <p>Outstanding verbal and written communication skills with ability to inspire.</p> <p>Tact, discretion, sensitivity and a commitment to confidentiality, particularly when dealing with sensitive data.</p>	
Other	<p>Commitment to improving the lives of people affected by sarcoma.</p> <p>Commitment to Sarcoma UK's values 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 travel regionally across the UK and work occasional evenings/weekends (travel expenses will be reimbursed).</p>	