

Sheffield
Hospitals
Charity

Community Fundraising Officer

Job Description

August 2026



Hello you!

I'm Greg, Director of Fundraising at Sheffield Hospitals Charity.

Our Community Fundraising Officer position at Sheffield Hospitals Charity is an exciting opportunity to join a fundraising team that's ambitious, growing, and doing seriously cool things to support Sheffield's NHS.

This is a role built around people and relationships. You'll work with individuals, groups, organisations and volunteers across Sheffield, looking after existing supporters, building new partnerships and finding new ways for our communities to get behind their hospitals.

If you're confident, personable, creative, proactive and the sort of person who naturally gets people on board, join us and we'll give you the space to grow and the chance to make a genuine difference to patients, families and staff across Sheffield's hospitals.

We are an ambitious charity already making a significant impact across our NHS Trusts: supporting patients and staff, and funding vital research, innovation and equipment. We're also playing our part in shaping a healthier Sheffield, tackling health inequalities across the city.

We aren't afraid to do things differently. I know lots of organisations say that, but at Sheffield Hospitals Charity being boring simply isn't in our DNA. We believe our impact can and must reach further and go deeper, and we're carefully investing in our fundraising and communications to make that happen.

Community fundraising captures so much of what makes the charity sector so special. It's someone taking on a challenge because of the care their family received. A local group getting behind their hospitals. A volunteer giving up their Saturday. Or a conversation with an organisation turning into a partnership that lasts for years. Your job is to find that enthusiasm, nurture it and help people make the biggest difference they can.

When we talk about finding talented fundraisers, we don't only mean the most experienced. You might already work in fundraising, or you might bring transferable skills from partnerships, volunteering, education, hospitality or somewhere completely different. We're interested in your attitude, your ability to connect with people and your drive to make things happen.

If you join us, you'll be trusted to take ownership, supported to develop your skills and encouraged to build something of your own. In return, you'll have the chance to do something genuinely remarkable ... for our hospitals, for our city, and for yourself.

Greg Van Heeswijk
Director of Fundraising

We are Sheffield Hospitals Charity

Your support helps us improve healthcare throughout every stage of life, for the people of Sheffield.

This means our hospitals, community teams, mental health and specialist services can cover costs that NHS budgets can't, so you and your family benefit from the best possible care, research, technology and environments that improve health and wellbeing — from life's first to last moments, and everything in between.

Somewhere along the line, our funding is likely to have helped you, or someone you love. It's gone into welcoming little ones into the world, dealing with emergencies and routine check-ups, treating longterm conditions and improving mental health and end of life care.

We support Sheffield Teaching Hospitals (Jessops, the Royal Hallamshire, Northern General, Charles Clifford and Weston Park), and Sheffield Health Partnership, who provide mental health, learning disability and specialist services.

We also look after the people who look after you — on top of patient care, we support NHS staff with training, equipment and projects that improve their own wellbeing.

All of this is funded through our incredibly generous communities. The ones who play our lottery, raise money by jumping out of planes, running marathons, baking cakes, knitting, leaving gifts in wills, turning up to events and making donations, in moments big and small. With the help of people fundraising both individually and at work, we're able to make sure the care you and your loved ones get is the best it can be.

Everything we do is down to the collective effort of those who care deeply about our local NHS.

Further information:

Sheffield Hospitals Charity Strategy 2024-27 and Impact Report 2024/25.

Our vision

For everyone cared for and working in Sheffield's NHS to be treated with compassion, and to have access to the best equipment, treatments and recovery spaces.

Our mission

To cover costs that NHS budgets can't stretch to. To help Sheffield's hospitals, community teams, mental health and specialist services give the best possible care to people in our region, at every stage of life.

Our values and behaviours

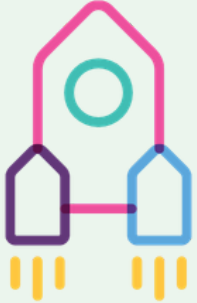


We're the best together

To make sure we have the biggest impact possible, we work closely with the Trusts we support, alongside other organisations in the city. We help people give back to Sheffield's NHS in ways that suit them, and our own team of brilliant people encourage each other to be the best they can be.

Expected behaviours:

- I seek input from my colleagues and take advice from others to deliver the best I can.
- I proactively seek out opportunities to collaborate with others so that we can achieve more for our NHS.
- I look after and look out for my colleagues; lending a hand and lifting them up.



We go the extra mile

We uplift people. That goes for patients, NHS staff, supporters and employees, too. Everything we do is about going above and beyond what the NHS can provide, so we're always looking at how our funding can create the most benefit. It starts by asking, "how can we help?" — then we go the extra mile to make it happen. We celebrate the successes of our own team, and work hard to improve on everything we do.

Expected behaviours:

- I am audience-led, in line with the needs of the charity, giving people the best experience of working at Sheffield's Hospital Charity.
- I am proactive and solutions-focused, bringing proposals and solutions to the table.
- When I can't help to deliver a task or solve a problem, I aim to find someone who can.

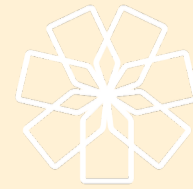


We look to the future

We're here for the long run. When funding anything, we think about how it will help Sheffield's NHS both now and in the future. As a charity, we aim to be financially and environmentally sustainable, and when we invest in ourselves, it's to help build a stronger organisation with a happy, productive team at the heart.

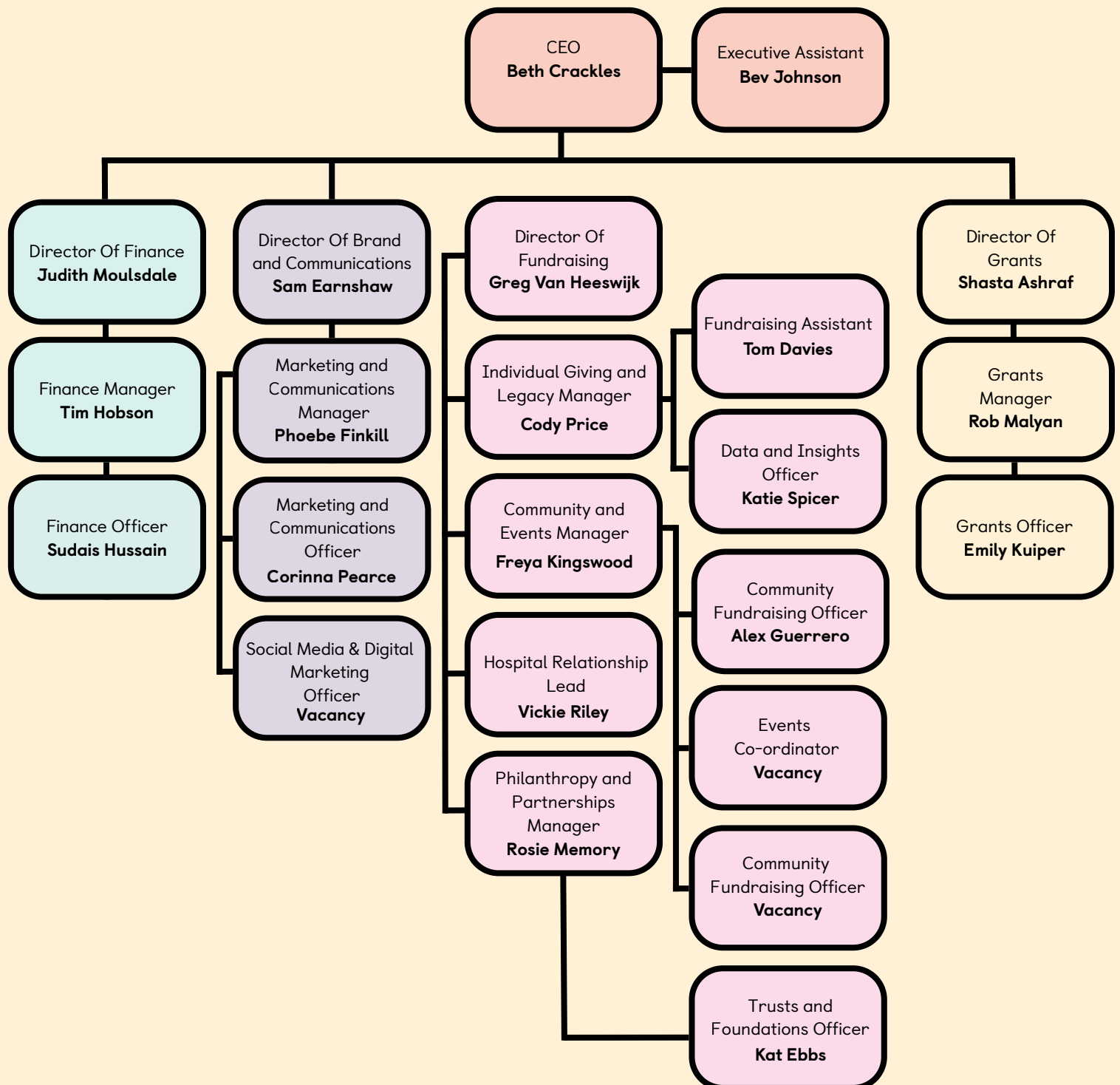
Expected behaviours:

- I consider what is best for the charity, not just my area, and I think about the short, medium and long-term when making decisions.
- I make time for learning as an individual and with my team, and take learning into future projects.
- I am ambitious for the charity and bring new ideas and ways of working to help us be better.



Sheffield
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Our structure



Job description

Community Fundraising Officer

Position:

Community Fundraising Officer

Responsible to:

Community & Events Fundraising Manager

Contracted Hours / Length:

Full-time – 37.5 hours per week

Work Location:

Leah's Yard, Sheffield

Salary:

£27,000 – £37,000

Purpose of the role:

As Community Fundraising Officer, you'll play a key role in growing Sheffield Hospitals Charity's income, reach and relationships across Sheffield.

This is a role where you'll have real ownership, managing your own portfolio of community partnerships, self-led fundraising, collections and volunteers, while building new relationships and finding opportunities to grow support for the charity.

You'll develop and deliver community fundraising projects and campaigns taking ideas from planning through to delivery and evaluation. You'll be encouraged to bring your own ideas, try new approaches and look beyond what we've always done to find new ways to engage people, groups and businesses.

Working closely with colleagues across the charity and Sheffield Teaching Hospitals, you'll use your relationships, creativity and drive to turn opportunities into action, grow income and build long-term community support. If you're someone who loves meeting people, building relationships, spotting opportunities and making things happen, this could be the role for you.

What you'll be responsible for

Income Generation

- Work to achieve agreed income targets by developing community fundraising opportunities and relationships with new and existing supporters.
- Manage a portfolio of community fundraisers and supporters, providing advice, resources and support to maximise income and engagement.
- Lead community fundraising activities and campaigns, including Mince Pie Morning, ensuring they are well planned and promoted to maximise participation, income and engagement.
- Develop and manage partnerships with colleges, community groups and organisations, securing annual and multi-year commitments and opportunities to increase fundraising and awareness.
- Act as the main contact for community partnerships, providing support and stewardship and attending relevant fundraising activities and events.
- Develop supporter journeys for community fundraisers and partners, using communications and stewardship to encourage continued engagement and retention.
- Manage community collection activity, developing relationships with supermarkets, football stadiums, train stations and other partners to secure regular and seasonal opportunities.
- Identify new collection opportunities, evaluating income, resource and engagement to focus activity where it has the greatest impact.
- Keep up to date with community fundraising trends and developments, identifying new opportunities, approaches and technologies to maximise income and engagement.
- Support fundraising activity with NHS staff, developing opportunities to engage staff across Sheffield Teaching Hospitals NHS Foundation Trust and Sheffield Health Partnership University NHS Foundation Trust.
- Use the fundraising database to accurately record and monitor community fundraising, income, engagement and supporter relationships.
- Monitor, evaluate and report on community fundraising against agreed targets, using learning to inform future activity and budgets.

Collaborative Working

- Work with the Brand & Communications team to develop promotional activity, share supporter stories and identify PR and awareness opportunities.
- Work with the Events Fundraising team to use community contacts to promote charity events, encourage participation and maximise fundraising.
- Support the events programme through regular attendance, typically – but not exclusively – as a volunteer manager.
- Work with the Philanthropy and Partnerships Manager to develop opportunities for businesses and corporate groups to support community fundraising.
- Build and maintain relationships with colleagues across our beneficiary NHS Trusts to increase awareness and identify staff and departmental engagement opportunities.
- Develop resources, toolkits and guidance with colleagues to support community fundraisers, volunteers and partners.
- Share community fundraising insight and learning with the wider fundraising team to inform campaigns, supporter journeys and plans.

Volunteers

- Deliver the charity's volunteer recruitment and engagement strategy, including effective recruitment, onboarding and retention.
- Build positive relationships with volunteers, fostering a sense of community, belonging and common purpose.
- Recruit, coordinate and support volunteers across fundraising activities, events and collections.
- Develop volunteer journeys, recognising contribution and encouraging long-term involvement.
- Develop relationships with volunteer leads across corporate groups, universities and community organisations to increase volunteer recruitment and engagement.
- Maintain accurate volunteer records and monitor engagement using the charity's CRM.

General

- Represent Sheffield Hospitals Charity at fundraising, community and networking events, acting as an ambassador and communicating the charity's impact through presentations, speeches and cheque presentations.
- Ensure community fundraising activity complies with Fundraising Regulator requirements, GDPR and relevant charity policies and procedures.
- Complete risk assessments for community fundraising and volunteer activity, ensuring the health and safety of supporters and volunteers.
- Attend relevant training, workshops, webinars and networking opportunities to maintain and develop community fundraising knowledge.
- Attend and contribute to team, project and organisational meetings and one-to-ones.
- Undertake other duties appropriate to the role and level of responsibility.

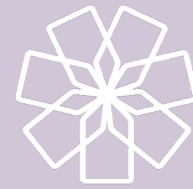
Person Specification

Essential

- Experience developing and maintaining strong relationships with individuals, groups, organisations and partners.
- Ability to develop mutually beneficial partnerships, track commitments and identify opportunities to strengthen relationships.
- Ability to inspire and motivate individuals and groups to achieve shared goals.
- Ability to influence and persuade others, confidently communicating the value of opportunities and encouraging people and organisations to get involved.
- Personable and empathetic, with the ability to understand different perspectives and adapt your approach.
- Excellent verbal and written communication skills, with the ability to build rapport with a wide range of people.
- Confident public speaker, able to deliver engaging presentations, talks and pitches to varied audiences.
- Confident and proactive in developing new relationships, opportunities and partnerships.
- Highly organised, with the ability to manage multiple priorities effectively.
- Able to work independently, take ownership and prioritise effectively in a fast-paced environment.
- Strong analytical and problem-solving skills, using data and insight to evaluate performance, identify issues, assess options and implement practical solutions.
- Target-focused, with the motivation and drive to achieve agreed objectives and results.
- Experience working collaboratively with internal teams and external partners to deliver shared objectives.
- Proficient in Microsoft Office and confident learning new systems.
- South Yorkshire based, with willingness to travel to events, community activities, training and regional hub teams, and work evenings and weekends when required.
- Full and valid driving licence with access to a vehicle during work time.
- Able to handle personal and confidential information in line with GDPR, data protection and safeguarding requirements.

Desirable

- Previous experience in a charity or fundraising environment.
- Experience using CRM systems (Beacon CRM desirable).
- Understanding of fundraising principles, Gift Aid and supporter stewardship.
- Experience using project management tools such as Monday.com, Trello or Asana.
- Experience planning and delivering projects, campaigns or activities for different audiences.



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Employee **benefits**

We want all our team at Sheffield Hospitals Charity to be passionate, professional, friendly, and inclusive. We care about what we do to support our NHS and the work we do together.

Sheffield Hospitals Charity benefits include:

- 25 days annual leave (plus Bank Holidays)
- 3 days additional leave covering office closure over the Christmas period
- 6% pension contribution
- Westfield Health Cover
- NHS Blue Light Discount Card
- Death in service cover
- Enhanced leave policies (including sickness, maternity, paternity and adoption)
- Hybrid working and TOIL policies
- Excellent training and development opportunities
- Open plan offices at Leah's Yard in the heart of the city

FINISH RED SHOE WALK
raising funds for
dementia care in Sheffield



How to **apply**

As part of your application, please submit a CV and a supporting cover letter to hrshc@shct.nhs.uk. If you feel that you fit most but not all the job specification, we would still welcome an application. This role is as much about your natural and transferrable skills as it is about your experience

We will shortlist applications based on how well candidates meet the criteria outlined in the job description and person specification. Please ensure you provide clear examples from your experience to demonstrate how you meet these requirements and keep your CV and cover letter to no more than two pages each.

For an informal conversation about the position and what it's like to work with us, please contact Freya Kingswood, Community and Events Fundraising Manager, freya.kingswood@shct.nhs.uk

Closing date: midnight, Sunday 13 September

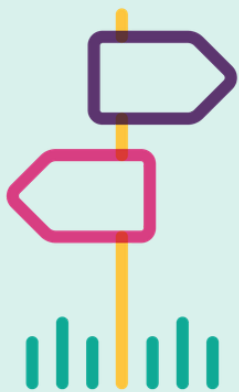
Sheffield Hospitals Charity, in compliance with the Equality Act 2010, will seek to make reasonable adjustments to overcome barriers to employment caused by disability and/or neurodiversity, and encourages applications from these candidates. If you need any reasonable adjustments, please contact Bev Johnson.

We guarantee to offer an interview to those with a disability who meet the minimum criteria.

First interviews will take place Monday 21 September
Second interviews will take place Friday 25 September



Where to find us



Sheffield Hospitals Charity,
Leah's Yard,
20 Cambridge Street
Sheffield
S1 4HP



www.sheffieldhospitalscharity.org.uk



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