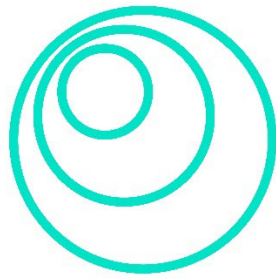


Sarcoma UK
The bone & soft tissue
cancer charity

Application Pack

Fundraising Assistant





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The bone & soft tissue
cancer charity

April 2026

Dear Candidate

Post: Fundraising 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 **Sunday 3rd May 2026 (5pm)**. Interviews will be held **Wednesday 13th 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



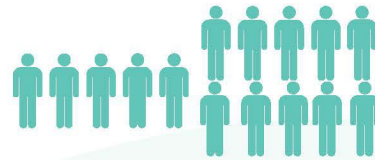
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What is sarcoma?



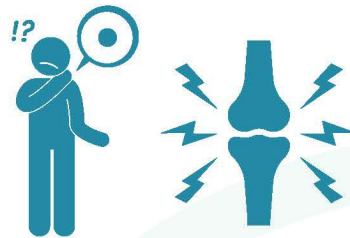
Sarcomas are uncommon cancers that can develop anywhere in the body, including the muscle, bone, tendons, blood vessels and fatty tissues



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

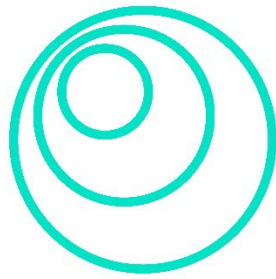
We work with healthcare professionals, researchers, organisations and policymakers to achieve more together.

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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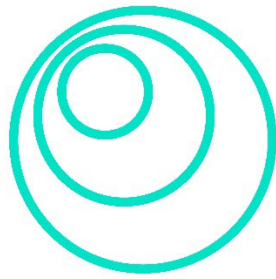
Equity, Diversity and Inclusion Statement

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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Fundraising Assistant

Fundraising is vital to our ability to help people affected by bone and soft tissue cancer. Sarcoma UK is an ambitious charity, we have already seen impressive growth in our reach, our offer, and our income.

Sarcoma UK's fundraising team is pivotal in ensuring the success of the charity. Our fundraising practices are based on strategic planning and commitment to providing a "Gold Standard" approach to donors, fundraisers, and supporter stewardship. We build long-term, meaningful relationships with donors and fundraisers based on transparency, respect, and a clear demonstration of the value of their involvement. We work closely as a team, to forge excellent relationships in community and challenge events, philanthropy, corporates, and legacies. We want to create opportunities to engage with the whole sarcoma community, ensuring our fundraising offers are competitive.

We are looking to expand our fundraising team. We aim to have a more personalised approach in fundraising, maximising income and opportunities for Sarcoma UK supporters. You will be joining an enthusiastic, exciting, and fast-paced team, supporting our fundraisers, responding to enquiries, thanking our supporters, and supporting our activities

Job Description

Salary: £26,500 per annum

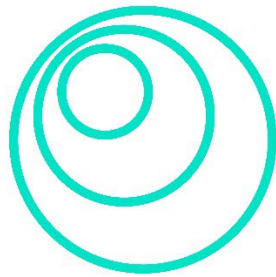
Hours: Full-time (37.5 hours per week)

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



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- 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

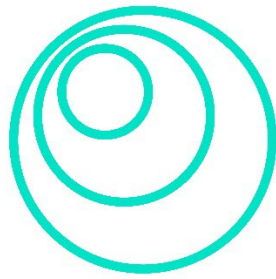
Job purpose

The Fundraising Assistant will be an integral part of a dynamic and unstoppable fundraising department. The role will be a chance for someone to learn about all types of fundraising whilst meeting with a diverse range of supporters and generating funds for the charity across a range of income streams. For this role you will need to have great attention to detail, be highly organised as well as the ability to be flexible as things can change quickly in fundraising. You will also have the enthusiasm and willingness to learn new skills and the confidence to pick up the phone and bring positivity and joy to our supporters. This is a great opportunity for someone looking to learn about fundraising in a busy, fun and supportive environment.

Duties and key responsibilities

Fundraising Support

- Provide administration and operational support across the fundraising team.
- Respond promptly and professionally to fundraising enquiries via post, email, and phone, offering support, guidance and thanking donors and fundraisers.
- Develop excellent and enduring relationships with current and potential supporters.
- Send fundraising materials (including t-shirts, information packs, etc.) to supporters.



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- Support challenge event fundraising by stewarding fundraisers, providing logistical support and administrative duties.
- Support the delivery of community campaigns, concentrating on the innovative fundraising elements, and providing stewardship to fundraisers.
- Support the planning and delivery of campaigns and special events and provide on the day support.
- Provide research support across the whole fundraising team, which may include researching corporates, trusts and foundations and community fundraising opportunities.
- Keep up to date with the work of the charity and communicate this to supporters in a compelling manner.
- Represent Sarcoma UK at events as required.

Administrative Support

- Monitor the fundraising section on Sarcoma UK's website, ensuring all fundraising pages are kept up to date and relevant
- Produce regular reports on fundraising activities, including data from JustGiving, Enthuse, and GoFundMe, ensuring accurate tracking and evaluation.
- Work with the database and fundraising teams to evaluate and analyse fundraising activities.
- Contribute to the smooth running of the organisation, assisting with general office and digital administrative tasks and ensuring processes are followed consistently.

Stock and Online Shop

- Monitor Sarcoma UK's online shop, and ecommerce platform. Ensuring it is regularly updated with accurate product listings and that orders are processed efficiently, meeting supporter expectations.
- Assist with maintaining external storage unit and keeping records of the contents.
- Liaise with suppliers, process orders, and ensure smooth fulfilment of orders.



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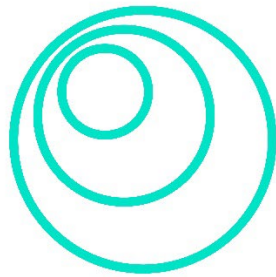
- Research and create new merchandise and fundraising materials, keeping up to date with new trends and ensure offering is fresh and innovative.

Other

- Maintain accurate and up to date supporter records on Sarcoma UK's database (Raiser's Edge).
- To undertake all duties in line with the Sarcoma UKs policies, procedures and regulations ensuring that the work
- 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.	
Experience / Knowledge	<p>IT literate with intermediate level Microsoft Office 365 applications including Excel, Word, PowerPoint, SharePoint, Teams.</p> <p>Experience of raising money, whether through own fundraising or supporting someone.</p> <p>Experience in dealing with donors, customers or suppliers.</p> <p>Ability to prioritise workload and respond to urgent issues and deadlines.</p>	<p>Experience of working or volunteering with charities.</p> <p>Familiar with charitable fundraising and different fundraising methods.</p> <p>Experience of working on projects. Demonstrable experience in growing a community/customer supporter base.</p> <p>Understanding of current data protection legislation and charity regulation.</p>



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Skills and abilities	<p>An enthusiastic, proactive, and self-motivated approach with a willingness to learn.</p> <p>Highly organised, with excellent time management skills and the ability to juggle a variety of tasks.</p> <p>Excellent team-working skills and able to work collaboratively with other teams.</p> <p>Confidence to communicate by email, phone and face-to-face with key stakeholders.</p> <p>Proven ability to build and develop relationships with colleagues and a wide range of stakeholders.</p> <p>Tact, discretion, sensitivity, and a commitment to confidentiality, particularly when dealing with people who have been personally affected by cancer.</p> <p>Ability to work independently and as part of a team, using initiative to contribute to shared goals.</p>	<p>Experience with the Raiser's Edge database software.</p> <p>Experience in delivering presentations and talks to diverse audiences.</p> <p>Experience using design software and have an understanding of branding and marketing.</p>
Other	<p>Commitment to improving the lives of people affected by sarcoma.</p> <p>Strong alignment to Sarcoma UK's values and strategic aims.</p> <p>Commitment to best practice and professional integrity in all areas of work.</p> <p>Actively promote equality, diversity, and inclusion within Sarcoma UK and in all external interactions.</p>	



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	Willingness to travel for events and meetings as required, including occasional evening or weekend work.	
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