

Hospital Partnerships Fundraising Officer



**Weston
Park**

Cancer Charity

Together at every step.

Working here

Position:	Hospital Partnerships Fundraising Officer – Band 3
Reporting to:	Senior Individual Giving Manager
Responsible for:	N/A
Job location:	Primary base Weston Park Cancer Charity Hub, Whitham Road or Weston Park Cancer Support, Northumberland Road, Sheffield with some at home working. Event site working as required across South Yorkshire with occasional national events.
Hours:	37.5 per week This post will include weekend and evening work throughout the year. The charity offers an excellent Time In Lieu policy and/or pay for events outside of your normal working hours.
Salary:	£26,798.21 - £29,234.88
Contract length:	Permanent

What we do

For one in two of us, cancer will change everything.

When it does, so can we.

Weston Park Cancer Charity is here to face cancer with you. Our services, advice and support are for you and the people close to you, helping everyone to live with and beyond cancer. The funds we raise also support vital, pioneering research and clinical trials led by the exceptional medical experts at Weston Park Cancer Centre. It's our job to care in every sense for our patients and their families. Our help is free, and we're here for you, together every step.

What you do

Main purpose of post

This is a people-focused fundraising and engagement role at the heart of Weston Park Cancer Charity's work within Weston Park Hospital, regional district hospitals and other NHS providers

You will build strong relationships with hospital staff, patients, families and volunteers to increase awareness of the charity, grow participation in fundraising, charity appeals and campaigns. You will develop and identify new opportunities to generate income and support the charity's work.

You will be a visible and approachable presence across the hospital, acting as a key link between the charity and hospital community and encouraging people to get involved, fundraise and champion the charity.

The role requires excellent interpersonal skills, and an initiative and flexible approach. Evening and weekend work will sometimes be required, for which an excellent time off in lieu benefit applies.

Key Responsibilities

Hospital Engagement

- Build and maintain relationships with hospital staff, departments, patients, families, volunteers and key contacts to increase awareness, engagement and support for the charity.
- Identify and develop new fundraising and income-generating opportunities across the hospital, working with departments and teams to increase participation and income.
- Promote and coordinate participation in charity appeals, fundraising campaigns, events and other hospital-based initiatives.
- Work alongside the Senior Individual Giving Manager to identify opportunities to promote regular/individual giving across all relevant sites
- Proactively work to recruit, support and develop hospital fundraising champions, staff fundraisers and volunteers, providing guidance, resources and appropriate recognition.
- Maintain a visible presence across the hospital, attending relevant meetings, briefings and events to promote fundraising and identify opportunities for greater engagement.
- Support the planning, coordination and promotion of hospital-based fundraising events, appeals and activities, working collaboratively with fundraising, Marketing and volunteer colleagues.
- Work alongside the Marketing Team, to ensure that the charity branding and information throughout the hospital is kept up to date.
- Provide excellent supporter care, responding to enquiries and ensuring fundraisers and supporters receive timely, personalised guidance, acknowledgement and stewardship.
- Maintain accurate records of contacts, fundraising activity and income within the CRM system.

Hospital Partnerships Fundraising Officer – Band 3

- Monitor hospital fundraising activity and use insight and feedback to identify opportunities to increase participation, income and supporter engagement.
- Gather appropriate supporter stories and content to demonstrate the impact of fundraising and encourage continued involvement.

“This role is subject to an annual income target, set at the beginning of each financial year in line with the budget approved by the Board of Trustees.”

General Responsibilities

Every employee is required to:

- Adhere to, and comply with, organisational policies, procedures and guidelines at all times.
- Take all reasonable steps to manage and promote a safe and healthy working environment which is free from discrimination.
- Comply with the organisational policy on confidentiality, and the General Data Protection Regulations.
- Respect the confidentiality and privacy of donors, patients, guests and staff at all times.
- Maintain a constant awareness of health, welfare and safety issues affecting colleagues, patients, volunteers, visitors and themselves.
- Participate in personal and organisational training, development and performance framework meetings.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

Who you are

We are seeking a highly motivated individual who shares our values to join Weston Park Cancer Charity's busy charity team. Our Hospital Partnerships Fundraising Officer will play a vital part of our Fundraising team and help us to deliver our vision: a better life for those living with, and beyond, cancer in our region. If you are interested in progressing your career within an organisation which makes a real difference to the lives of thousands of people, we'd love to hear from you.

About you:

- You will be a forward thinking, team player with a 'can do' attitude & part of a fast-paced fundraising team

- You will have excellent communication skills (both written and oral)
- Able to manage your own workload and priorities to agreed deadlines
- Participate in and contribute to team meetings
- Co-operate and liaise with colleagues, working in a professional manner at all times
- Act as an ambassador for Weston Park Cancer Charity, reflecting the objectives and values, and to always work in the best interests of the charity.
- Support and encourage harmonious internal and external working relationships
- Make a positive contribution to fundraising and raising the profile of Weston Park Cancer Charity

Our Total Rewards Package

- Our Total Rewards Package is the result of staff feedback and best practice across the charity, public and private sectors. Some of our key benefits, depending on eligibility, include: 27 days (plus bank holidays) annual leave
- Option to purchase additional five working days per year
- Westfield Health level 4 coverage
- 12 weeks maternity leave at 100% pay and an additional 6 weeks at 50%
- Up to 2 weeks full paternity pay
- NHS benefits
- Hybrid working
- A minimum 4% employee / 6% employer contribution through our Auto Enrol private pension scheme. *Tax relief is automatically claimed for the staff member.
- Death in service cover
- Birthday Leave

Person Specification

Methods of Assessment:

A = Application

I = Interview

R = References

T = Test/Presentation

	Essential	Desirable	Assessment
QUALIFICATIONS			
Educated to degree level or equivalent		√	A/I
Competent driver with a full clean driving license	√		A/I
EXPERIENCE, KNOWLEDGE, SKILLS & ATTRIBUTES			
Experience of working in a customer facing role	√		A/I/R/T
Experience of working in an administrative role		√	A/I/R/T
An understanding and appreciation of the workings of the charity sector		√	A/I/R/T
Communication/Presentation skills	√		A/I/R/T
Planning and organisation and scheduling skills to manage a varied workload	√		A/I/R/T
High level of literacy	√		A/I/R/T
IT skills (proficient with Outlook, Word, Excel, PowerPoint & use of databases in particular)	√		A/I/R/T
Ability to work effectively as part of a team	√		A/I/R/T
Willingness to work outside of office hours as required	√		A/I/R/T

How to apply

Closing date: 02/11/2026

Interview date: 09/11/2026

Application format: Please send a CV and covering letter demonstrating that you have read the job description / person specification and how you meet the essential and (where relevant) desirable criteria for this role. This can include skills, training, membership of professional bodies and experience. The covering letter will form a key part of the recruitment process, and you should demonstrate your suitability for the role in no more than two pages.

Weston Park Cancer Charity is committed to promoting equality of opportunity and values diversity of culture among our staff. All applications are anonymised as part of the selection process, so please do not forward any documents in PDF format.

Hospital Partnerships Fundraising Officer – Band 3

Apply to: HR@wpcancercharity.org.uk