



**Support
Research
Equipment
Education**

Job Title	Community Fundraiser
Reporting to	Events and Engagement Manager
Job location	Big C's Head Office, Centrum, Norwich Research Park*. Work from other Big C premises or events as required.
Hours of work	35 hours per week, including some evening and weekend working
Salary	£25,902 to £28,584 (Subject to skills and experience).
Benefits include	33 days holiday per annum (full-time) - 35 days after 5 years 5% employer pension contribution Cycle to work scheme Company Sick Pay Life Assurance (subject to eligibility/scheme rules) Health Cash Plan Employee Assistance Programme
Contract Type	Permanent

**You will be based in Big C's office in Centrum, a bright and modern building on Norwich Research Park. The team are currently hybrid working, but you will need to attend the office regularly and as required.*

About Big C

Big C is one of East Anglia's largest cancer charities, having raised £50 million since it was founded 45 years ago. Today, Big C's loyal supporters help the charity raise on average £3 million pounds every year to help those in our community who are affected by cancer.

We provide outstanding holistic care through our welcoming Cancer Support Centres and Hubs, as well as online and telephone support via our Virtual Support Centre. Income comes from donations, local businesses, legacies, grants, and 12 charity shops across the region.

Big C is committed to equity, diversity, and inclusion and was awarded Gold Accreditation in the Best Employers Eastern Region 2025 for the third time. We offer a supportive working environment that values employee well-being and work/life balance.

Big C core values are respect, empathy, support, trust and honesty. Together we commit to live these values through our work.



Job Purpose

Big C's Community Fundraiser will work as part of Big C's Fundraising, Marketing and Communications Team, reporting to the Events and Engagement Manager and working alongside a Fundraising & Events Coordinator and with the support of the Fundraising Assistant.

Helping Big C achieve its fundraising strategies and income generation targets, they will coordinate and deliver successful fundraising initiatives while developing positive internal and external relationships. This will include seeking out new engagement and income generation opportunities alongside carrying out and coordinating efficient administration and other actions relating to Big C's fundraising activities, supporters and donations.

With significant and relevant work experience in fundraising, the post holder will act as an ambassador for Big C, Cancer Charity, ensuring that both they and the wider team promote awareness and endorse the aims and objectives of Big C.

Main Duties

- Co-ordinating and delivering fundraising initiatives that directly contribute to Big C's income generation targets, for example, regular giving and legacies.
- Identifying new fundraising opportunities and leading on the development of agreed income-generating activities and campaigns.
- Engagement with local organisations and individuals to build lasting relationships.
- With the assistance of the Fundraising Assistant, liaising with suppliers, supporters and sponsors regarding sponsorship and donations, for example, collecting fundraising donations, arranging and attending cheque presentations and collating individual and community 'stories' for marketing and communications.
- Assisting with third-party events; offering personalised support to help maximise fundraising potential, ensuring they receive appropriate Big C fundraising materials and merchandise.
- Supporting the planning and delivery of Big C events in line with the charity's business plan as and when required (these may be outside normal office hours).
- Completing risk assessments for activities and events as required.
- Ensure all fundraising contacts are accurately recorded onto the CRM database (Beacon), and that relationship management actions are acted on.
- Working with the wider Big C team to ensure that the CRM database is efficient and effective.
- Working with and the day-to-day supervision of the Fundraising Assistant, supporting the completion of their tasks as required. This includes ensuring that donations are accurately tracked and recorded, with follow-up communication and thank-you letters sent within agreed timescales.

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- Staying informed of upcoming trends and developments within the field of charitable fundraising and event activities.
- Efficient and accurate tracking of progress against the planned activity, income, expenditure and measure of success.
- Ensuring compliance with, and regular checks of suppliers and donors in relation to, Big C's Ethical Partnership Policy.
- Actively contribute, with the Fundraising, Marketing and Communications team, in delivery of strategy, business plans and operational targets.
- Working in collaboration with the wider Big C team to deliver activities with shared objectives, for example charitable operation events and marketing campaigns.
- Champion and uphold Big C's agreed values and culture.
- Carrying out additional duties where appropriate which may be allocated from time to time by the Events & Engagement Manager.

<p>All Big C post holders are responsible for</p>	<ul style="list-style-type: none"> • Working to the policies of Big C • Promoting equal opportunities and diversity within all aspects of their work • Complying with Health and Safety Regulations and undertaking risk assessments • Demonstrating and promoting Big C's core values • Carrying out additional duties where appropriate which may be allocated from time to time by the Chief Executive and/or Executive Team.
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<p>General</p>	<p>Big C reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the business.</p> <p>The statements contained in this Job Description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including other functional areas to cover absences of relief, to equalise peak work periods or otherwise to balance the workload.</p>
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Person Specification

These elements will be assessed through shortlisting and interview process.

	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Good standard of general education to A level standard. • Full and valid car driving licence (cat B) • Use of own car for work purposes. 	<ul style="list-style-type: none"> • Certificate of Fundraising or equivalent. • Level 3 qualification in Business and Administration. <p>(or equivalent experience to both)</p>
Experience, Skills, Knowledge and Abilities	<ul style="list-style-type: none"> • Significant experience in a similar charity community or corporate fundraiser role. • Good understanding of Gift Aid. • Experience of working with volunteers. • Understanding of health and safety and the importance of mitigating risks. • Experience of using CRM database, preferably Beacon. • Good understanding of GDPR principles. • Excellent IT skills and proficiency in the use of email and Microsoft Office software including Teams, Word and Excel. • Excellent communication, numeracy and literacy skills. • Excellent organisation and time management skills but a flexible and adaptable approach. • Proven ability to harness successful internal and external working relationships. • Proven ability to work under pressure to tight deadlines. • Able to lift and carry event equipment 	<ul style="list-style-type: none"> • Be confident in driving transit-sized vans and over 25 years of age for insurance reasons • Understanding of project management practices. • Proven ability in successful event coordination against agreed plans and budgets.

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Attributes

- Sensitive to the nature of dealing with people who are critically or terminally ill or who are bereaved.
- Bright, energetic and confident personality with real enthusiasm to work hard and get great results.
- Well-presented and highly personable.
- A creative thinker who can add value to a small team.
- Strong interpersonal skills and an ability to communicate effectively, both written and verbally with people at all levels.
- A team player with the ability to work unsupervised and to supervise the work of others.
- Highly organised with an ability to make the most efficient and effective use of resources and encourage others to do the same.
- An ability to maintain and understand the importance of confidentiality.
- Passion for fundraising and Big C's cause.
- Willingness to travel countywide at short notice.
- Able to understand work to the values of Respect, Trust, Support, Empathy and Honesty.

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