

Job Advert

Position: Supporter Care Assistant

Reporting to: Events Manager (but supporting the whole team)

Salary: £24,700

Location: Hybrid - London or home-based within the UK. Minimum two days a week in London office

Bowel Cancer UK is the UK's leading bowel cancer charity. We're determined to save lives and improve the quality of life of everyone affected by bowel cancer. We support and fund targeted research, provide expert information and support to patients and their families, educate the public and professionals about the disease and campaign for early diagnosis and access to best treatment and care.

We currently have around 95 staff based in England, Wales Scotland and Northern Ireland.

Thanks to the generosity of our community, we're in a privileged position to be able to grow our staff team to deliver our ambitious new strategy, [On a Mission](#). There are huge challenges facing bowel cancer patients across the UK and our community needs us now more than ever. We're building a strong and united team to bring us closer to a world where nobody dies of bowel cancer.

Job summary

The Supporter Care Assistant is the first point of contact for supporters. They're key to making sure everyone fundraising for us feels supported and appreciated through excellent communication. This is a great first job in fundraising for someone looking to build a career.

The right candidate will love building relationships, have excellent attention to detail and enjoy working through processes. You'll be able to manage a busy workload which depends on meeting deadlines and be a team player with excellent communication and people skills. Above all you'll have a real desire to make a difference to the lives of people affected by bowel cancer.

Closing date: Monday 30 September

Interviews: Wednesday 9 October

Contract: Permanent

Please apply by sending your CV accompanied by a cover letter (no more than two A4 pages) to jobs@bowelcanceruk.org.uk which explains your interest in this role, addresses how you meet the person specification, and demonstrate how your experience and knowledge fulfil the criteria.

This email address can also be used for any queries or questions relating to the role.

If you'd like an informal chat about this role please contact Karina Norton-Amor, Events Manager via jobs@bowelcanceruk.org.uk.

Safeguarding:

Safeguarding is everyone's responsibility and at Bowel Cancer UK we are committed to safeguarding children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment.

Successful candidates may be subject to either a satisfactory basic or enhanced disclosure from the Disclosure and Barring Service (DBS) dependent upon the role.