# Regional Fundraising Officer

Weston Park Cancer Charity

Together at every step.

## Working here

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| **Position:** | Regional Fundraising Officer – Grade 3 |
| **Reporting to:** | Senior Fundraising 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<br><br>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, advise 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 wide-ranging regional fundraising role, covering community fundraising and events activity across the charity's geographical reach of South Yorkshire, North Derbyshire and North Nottinghamshire.

You will be required to initiate, develop and grow new and existing fundraising opportunities and relationships with community groups, organisations and schools utilising your passion and understanding for excellent donor stewardship and donor care, ensuring our supporters feel valued and appreciated.

You will work with the wider fundraising, volunteer and marketing team to ensure effective implementation of the events and campaigns activities regionally, as well as cultivate and recruit new and existing supporters and volunteers to participate in fundraising and third-party events to raise the profile and income of the charity.

This is the perfect role for anyone who loves to be 'out and about' within the community, meeting new people and who understands that no two days are the same, as such, some out of hours, evening and weekend work should be expected, for which an excellent time off in lieu benefit will be applied in return.

### Key Responsibilities

- Developing and maintaining sustainable relationships with supporters in local communities, this will involve extensive travel across the geographical area of the charity
- Working as part of a supportive fundraising team to positively promote Weston Park Cancer Charity within South Yorkshire, North Derbyshire and North Nottinghamshire.
- Implementing fundraising plans for identified fundraising supporters and audience groups, in order to deliver on specified fundraising targets.
- Managing community fundraising supporter relationships to a high standard, to ensure excellent stewardship and donor care.
- To be a consistent and visible presence within the local community to raise the profile of the charity and increase brand awareness.
- Support the wider fundraising team with innovative and creative ideas for income generation that make us stand out from the crowd.
- Ensure that all communication and interaction with donors is captured through the Fundraising database CRM System and that all donors are thanked timely and efficiently.
- Contributing to the positive culture of the charity and outwardly in the region.

- Take ownership of your individual Learning & Development needs.
- Provide support for fundraising initiatives, campaigns & events during the year, working closely with the wider team to ensure the success of the charities strategic plan.
- Represent the charity by attending cheque presentations and talks to promote the work that we do.
- Attend and contribute to team meetings and 'away days' and be an active, invested member of our team
- Ability and willingness to travel throughout the region to attend both charity and supporter led events
- Able to work flexibly, including working in the evenings and at weekends.
- Apply the guidance provided by the Fundraising Regulator and Institute of Fundraising or any fundraising governing bodies to any fundraising activity
- The Regional Fundraising Officer role will be 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, 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 and 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 Regional 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*
- One additional day of annual leave each year to celebrate your birthday.
- 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

## 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:** **11/11/2026**

**Interview date:** **To be confirmed**

**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.

**Apply to:** **HR@wpcancercharity.org.uk**