



SarcomaUK
The bone & soft tissue
cancer charity

Application Pack

Regional Fundraising Officer (South)



October 2026



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Dear Candidate

Post: Regional Fundraising Officer (South)

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 1 November 2026 (5pm)**. Interviews will be held **week commencing 9 November 2026** via video call.

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?



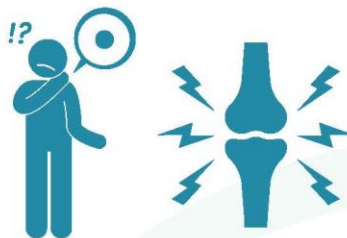
Sarcomas are uncommon cancers that can develop anywhere in the body, including the muscle, bone, tendons, blood vessels and fatty tissues



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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sarcoma.org.uk

Q Sarcoma UK



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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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Regional Fundraising Officer (South)

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 donor, fundraiser, 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 community fundraising team. We aim to have a more personalised approach in community fundraising by having regional hubs. Our Regional Fundraising Officer will maximise 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. This is a fantastic opportunity for anyone who wants to make a difference while working in a fun and exciting environment.

Job Description

- Salary: £32,000 per annum
Hours: Full-time (37.5 hours per week)
Location: Home-based - the post holder will be required to travel around the South and come to the office occasionally for meetings (London, EC1M). Travel expenses will be reimbursed.
Reports to: Head of Public Fundraising
Benefits:
- Flexible working options including hybrid working
 - Pension with 5% employer contribution



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- 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
- 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 Regional Fundraising Officer will be an integral part of a dynamic and unstoppable fundraising department. The role will develop and implement new relationships with a diverse range of supporters, generating funds for the charity across a range of income streams within their area. The Regional Fundraising Officer will have good time management skills to meet all your deadlines whilst juggling multiple projects and shifting priorities. You will also have a positive 'can do' attitude, a personable manner, and will embrace the desire to make a measurable difference. These locations are areas the charity have not previously been able to dedicate a Community Fundraiser to, so you will also be expected to work with the staff team and internal and external networking groups, as well as building relationships and partnerships in the community with our supporters.

Duties and key responsibilities

Relationship Building

- Be the main contact for supporter-led events in your area. You'll provide advice, guidance, resources, and exceptional supporter care to retain support.
- Identify, develop, support, and steward existing and potential relationships in your area. This will include community groups, clubs, schools, and individuals as well as sensitive patient-linked relationships, healthcare professionals, and researchers.



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- Build and maintain a strong pipeline of prospective supporters, ensuring long-term growth and sustainability of income.
- Build strong relationships with other Sarcoma UK staff members to ensure effective collaboration and to maximise opportunities and messaging to generate income and awareness.

Regional Community Fundraising

- With support of the Head of Public Fundraising take ownership of the planning, budgeting, development, and marketing promotion of innovative community fundraising products in your local area.
- Develop and coordinate regional Friends Groups and Group Funds to create sustainable local communities of supporters and those affected by sarcoma.
- Support the delivery of regional Rare but Real Walks, support the initial planning through to execution and evaluation, building these as signature regional fundraising events.
- Monitor third-party events and fundraising organisations and ensure they enter the Supporter Journey pipeline.
- Explore new community-based events to attract new audiences and engage existing supporters.
- Provide and create resources needed by supporters and groups raising funds.
- Monitor community stewardship programme that also provides reports.
- Represent the charity externally at supporter events, including through networking and delivering presentations.
- Write donor thank you and stewardship letters as required.
- Keep up with trends in the sector to expand the portfolio.

Income Generation

- Be aware of and deliver against annual KPIs, budgets, targets, and plans.
- Work with the fundraising team and help with the growth of Community Fundraising income.
- Work with the fundraising team to identify fundraising products, key accounts, and projects that will support net income growth both locally and nationally.
- Build local knowledge and networks across your designated area, to provide local expertise and help inform strategic decisions and identify opportunities for growth.



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Digital Engagement

- Manage community fundraising pages on Sarcoma UK's website, ensuring all community fundraising pages are kept up to date and relevant.
- Supply the Digital Communications Team with fundraiser's stories and celebrations for social media.
- Research and implement different ways of communication for stewarding community fundraisers.

Processes, Administration, and Reporting

- Maintain accurate and up-to-date supporter records on Sarcoma UK's database (Raiser's Edge NXT).
- Contribute to ongoing monitoring of income and expenditure through regular reporting on results and maintaining invoice and expenditure information.
- Ensure that Gift Aid is maximised at all relevant opportunities.
- Follow Sarcoma UK's processes and procedures including risk assessments to ensure a consistent approach and maintain a high level of support expected by our donors and fundraisers.
- Ensure all fundraising activity complies with relevant legislation and regulation, including UK GDPR and data protection law, health and safety requirements, and the Fundraising Regulator's Code of Fundraising Practice.
- Maintain confidentiality and follow Sarcoma UK's policies and procedures in all aspects of the role.
- Maintain effective relationships with agencies and suppliers.

General

- Willingness to travel regularly across your region to meet and steward supporters, including some evening and weekend events, with occasional travel outside your region and to our London office for meetings and training. Have a strong working knowledge of Sarcoma UK's vision, mission and impact.
- Actively promote the core values of Sarcoma UK whilst working towards achieving the strategic objectives of the charity.
- Stay up to date with the latest knowledge in fundraising and ensure Sarcoma UK's processes and procedures follow best practice.



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- Contribute to the general office administration, running and development of the organisation.
- 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	Familiar with charitable fundraising and different fundraising methods	Experience working with a budget
	IT literate with intermediate level Microsoft Office 365 applications including Excel, Word, PowerPoint, SharePoint, Teams	Experience of project management, with responsibility for delivery
	Experience of working or volunteering with charities	Demonstrable experience in growing a community/customer supporter base
	Experience of successfully building and sustaining stakeholder relationships	Track record of raising income from one or more fundraising relationships including community, corporate and digital
	Ability to prioritise workload and respond to urgent issues and deadlines	Understanding of current data protection legislation and charity regulation Understanding and adherence to the Fundraising Code of Practice and fundraising regulations
Skills	An enthusiastic, proactive, and self-motivated approach with a willingness to learn	Experience with the Raiser's Edge NXT database software



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	Essential	Desirable
	Highly organised, with excellent time management skills and the ability to juggle a variety of tasks	Experience in researching local groups using a variety of tools
	Confidence to communicate by email, phone and face-to-face with key stakeholders	Experience in delivering presentations and talks to diverse audiences
	Proven ability to build and develop relationships with colleagues and a wide range of stakeholders including supporters, volunteers and fundraisers from other organisations	
	Tact, discretion, sensitivity, and a commitment to confidentiality, particularly when dealing with people who have been personally affected by sarcoma	
	An enthusiasm and passion for creative fundraising	
Personal qualities	Warm, credible and professional ambassador for the charity	
	Self-motivated and proactive, able to work independently from home	
	Collaborative approach, working well across teams	
	Commitment to Sarcoma UK's mission and values	
	Actively promote equality, diversity, and inclusion within Sarcoma UK and in all external interactions	



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	Essential	Desirable
Other	Willingness to travel to areas within allocated geographic area regularly and other locations on occasion when required	
	Willingness to work occasional weekends and evenings	
	Full clean driving license and access to own car	