

Candidate information pack

Events Fundraising Assistant

Closing date: 5pm, 2nd August 2026

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Welcome

If you're passionate about healthy living and health promotion, and want to see a world where no one develops a preventable cancer, why not consider joining us at World Cancer Research Fund?

Cancer currently affects one in two people in the UK but, as the cancer prevention experts, we know that about 40% of cancers could be prevented.

World Cancer Research Fund champions the latest and most authoritative scientific research from around the world on cancer prevention and survival through diet, weight and physical activity, so that we can empower people to make informed lifestyle choices to reduce their cancer risk.

As an international network of charities in the UK, EU and US, we've been funding life-saving research, influencing global health care policy, and educating the public on how to make informed choices since 1982.

To meet our vision of living in a world where no one develops a preventable cancer, we need high quality and motivated employees from a mix of backgrounds and with a range of skills and experiences. In return, we aim to offer the best possible working environment for people so that talent is nurtured and developed.

Within this candidate pack you will find additional information about the role you are applying for and the benefits we offer.

To apply for this role, please complete and submit a CV, covering letter (maximum two pages) and the attached equal opportunities form. If you have any queries please contact Human Resources at hr@wcrf.org or visit our website at wcrf.org

On behalf of World Cancer Research Fund we thank you for your interest in helping to prevent cancer and we wish you the best of luck with your application.

Best wishes,
Human Resources

Our values

EVIDENCE BASED

We are authority on lifestyle related cancer research – continuously learning and evaluating, so that we can deliver excellent outcomes.



INCLUSIVE

Everyone counts – we value, respect and trust each other.



INFLUENTIAL

We are collaborative, engaged and focused on maximising impact in all that we do.



INNOVATIVE

We are curious and creative; evolving and exploring so we can deliver solutions that make a real difference.



EMPOWERING

We make every day meaningful, building and sharing our knowledge and allowing our passion to shine through.



Innovation and AI

Artificial Intelligence (AI) is an integral part of how we work at WCRF and we are actively integrating AI and new technologies into our ways of working.

We are committed to using AI and emerging technologies to:

- Improve efficiency and reduce administrative burden
- Enable higher-quality, more impactful work
- Make the best possible use of our resources and donor funding
- Support our staff in developing future-ready skills

This means that all roles—regardless of function—are expected to:

- Be open to learning and adopting new tools and processes
- Contribute to improving how we work through innovation
- Use AI responsibly to increase efficiency and quality of output
- Continuously develop skills to stay effective in a changing workplace

All staff are expected to engage with new tools, processes, and ways of working as they are introduced. While existing approaches may be effective today, part of our organisational responsibility is to continuously evolve and adapt to future needs.

You do not need to be an expert in AI to join us. However, a willingness to learn, adapt, and explore new approaches is essential.

We recognise that adopting new ways of working can feel challenging. We are committed to supporting our staff through training, tools, and shared learning so that everyone can confidently navigate these changes.

Being open to change, learning new skills, and experimenting with better ways of working is a core part of every role at WCRF.

By embracing innovation, we ensure that our time is focused where it matters most—delivering impactful work that makes the best use of donor funding.

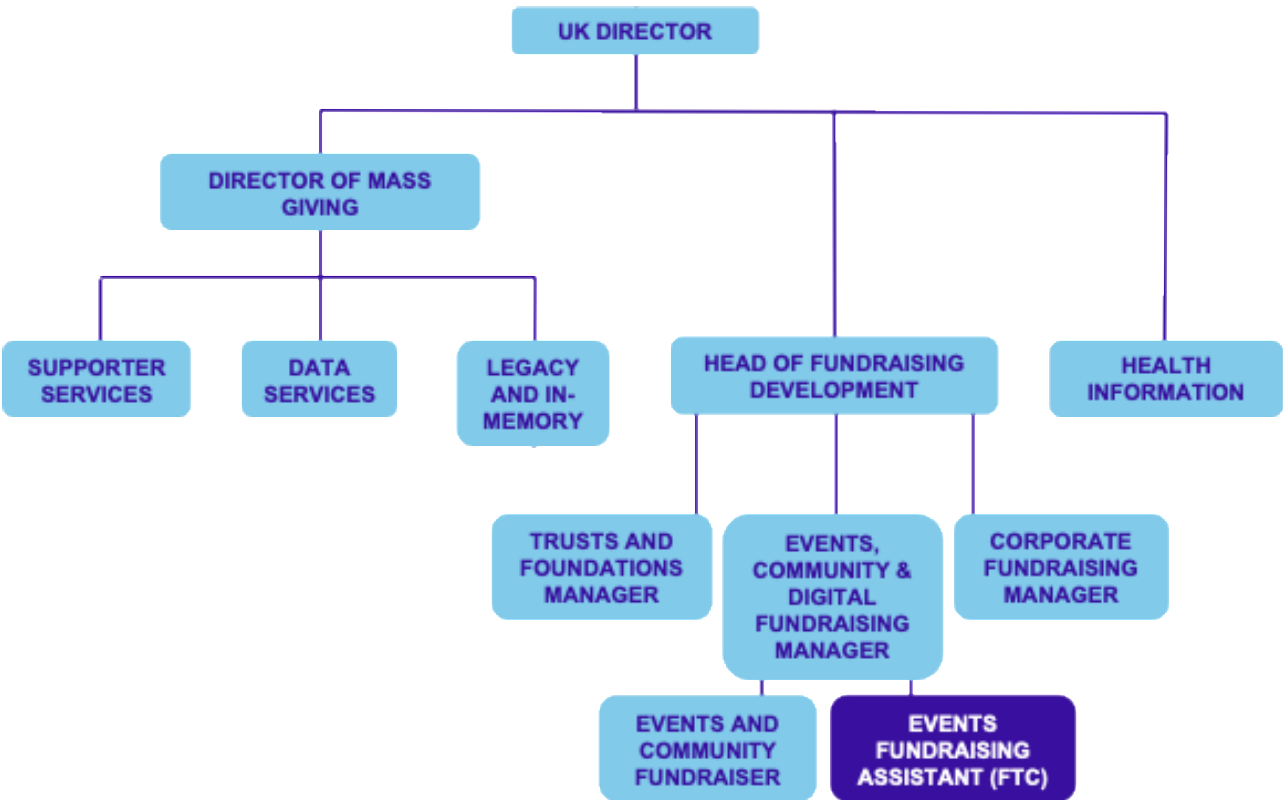
About the role

We are seeking an Events Fundraising Assistant who will support our busy Events and Community Fundraising team on a Fixed Term Contract basis. The postholder will be supporting the delivery of our events and community fundraising programmes and primarily supporting our London Marathon team across the two events in April 2027. Therefore, you will be needed from August 2026 through to May 2027 and will be required to work over the weekend of the 24/25 April 2027 (for which time off in lieu will be given).

Who you will be working with:

You will be working within World Cancer Research Fund’s Fundraising Development team (within the UK Directorate) and will work closely with the Health Information, Communications and WCRF International Research Interpretation team. You will also regularly collaborate with agencies, suppliers and external stakeholders to deliver and advance the events and community programme.

WCRF Fundraising and Health Information Department



What we are looking for:

- Experience of supporting on the delivery of one or more of the following; running, challenge and/or outdoor events, fundraising campaigns or community fundraising programmes
- Familiar with using social media and digital tools (TikTok, Facebook, Instagram, LinkedIn, Mailchimp) for fundraising or marketing.
- Ability to organise self, manage administrative processes and prioritise work to deadlines
- Ability to work within a team, support others and build good working relationships with external and internal contacts.
- Passionate about fundraising, healthy living and a commitment to health promotion
- Excellent communication and stewardship skills.

Job Description

Job title	Events Fundraising Assistant
Department	Fundraising and Health Information
Reporting to	Events, Community and Digital Fundraising Manager
Contract	Fixed-term contract to May 2027
Location	London N1
Hours	37.5 hrs per week – full time We're a hybrid working employer, meaning you're required to come into the office 2 days per week, currently Tuesday and Wednesday or Thursday The role is being advertised as full-time, but we would consider someone working 4 or 4.5 days per week pro rata.
Salary	FTE: £27,000 - £30,000 per annum, plus benefits

Department description

Led by the UK Director, a key aim of the Directorate is to grow income generation to support our vision to live in a world where no one dies of a preventable cancer. The UK Directorate comprises: Mass Giving (individual giving, legacies, in memory, data services and supporter services), Fundraising Development (corporate partnerships, trusts and foundations, events, community and digital fundraising) and the Health Information department. The main income streams come from our direct mail, committed giving, and legacy programmes, as well as corporate, community, events, trusts, in memorial and digital fundraising.

Main purpose of the role

The Events Fundraising Assistant will support on the delivery of specific fundraising programmes including; the London Marathon, running events, skydiving, outdoor challenges, fundraising campaigns and community fundraising, working within budgets to maximise income and ROI.

This role reports directly to the Events, Community & Digital Fundraising Manager and works closely with the Events and Community Fundraiser and the wider fundraising team, health information and support and marketing colleagues, as well as other departments (policy & science team), when required, to support WCRF's fundraising programmes.

Relationship management is key to the success of this role and the postholder will have excellent stewardship skills, the ability to organise their work, work across appropriate communication channels to build rapport with supporters and stakeholders. The postholder will be an enthusiastic individual who is comfortable representing the values and aims of the charity proactively and publicly. The Events Fundraising Assistant will also be willing to undertake tasks to support the wider team.

Main duties and responsibilities

A	Running, Challenge and Other Outdoor Events
1	Provide support and deliver excellent stewardship for our team of participants in the London Marathon. Ensure that all participants are stewarded to the highest standard, inspiring them to engage and fundraise for WCRF. Lead on event day delivery including the organisation and logistics for the cheer stations.

2	Support the delivery of third-party running events, challenge events and outdoor events: Manage the production and distribution of event materials and events administration, including liaison with event organisers and participant sign ups.
3	Co-ordinate marketing activity, both online and offline, with a focus on increasing the number of participants per event.
4	Develop excellent relationships with event participants, improving retention rates, reducing participant attrition rates and maximise fundraising levels per participant across all events.
B	Community Fundraising
1	Support the Events, Community & Digital Fundraising Manager to build and maintain strong relationships with our fundraising ambassadors and high value fundraisers as required. Ensure the support offered is second to none.
C	Fundraising Campaigns
1	Support with the delivery of our Christmas card campaign: manage the marketing, logistics and sales administration.
2	Support the delivery of core WCRF marketing activity and deliver proactive online and offline marketing to recruit participants, source case studies, produce promotional materials and merchandise, manage related administration and attend events as required.
D	General
1	Ensure the database (Donors) is accurate and up to date, following all relevant financial processes to ensure that income is recorded accurately and thanked in a timely way and that all actions undertaken comply with the Data Protection Act.
2	Adhere to the Fundraising Code of Practice and Charities Act and other associated legislation and policy and to keep knowledge of legislation and best practice up to date.
3	Comply with World Cancer Research Fund's policies and procedures
4	Participate and make positive contributions at fundraising and financial review meetings and bi-annual and creative review meetings.
5	Support and work closely with the Communications & Engagement team to ensure that fundraising activity within your remit receive appropriate levels of publicity.
6	When necessary, support on other tasks relevant within the fundraising team and across departments within the organisation. Taking on new projects as WCRF in the UK grows, taking a flexible approach to work.
7	Represent the charity as and when required and promote the work and programmes of WCRF.

Person specification

The person specification describes the specific experience, knowledge, skills, qualifications and attributes that are needed for the job.

		Application	Assessment	Interview
Experience	Experience of one or more of the following: running, challenge and/or outdoor events, fundraising campaigns or fundraising programmes	✓		✓
	Commitment to collaborative team work, and an ability to build good working relationships with internal and external contacts	✓		✓
	Evidence of successfully building relationships and managing administrative processes	✓	✓	✓
Knowledge and Technical Skills	Excellent IT knowledge and MS Office skills	✓	✓	✓
	Experience of using social media and marketing tools such as TikTok, Facebook, Instagram, LinkedIn	✓		✓
Personal attributes	Passionate about fundraising and the Third Sector	✓		✓
	Ability to organise self, prioritise varied workloads, plan effectively and work to tight deadlines	✓	✓	✓
	Excellent communication and stewarding skills	✓	✓	✓
	Ability to support others and build good working relationships with external and internal contacts	✓		✓
Other Requirements	An interest in and commitment to healthy living, health promotion and health-related organisations and nutrition	✓		✓
	Willingness and ability to work flexible hours as needed including weekends	✓		✓

Terms, conditions & benefits

Salaries

World Cancer Research Fund operates a fair and transparent pay policy. We always ensure a salary range is listed on all of our job adverts and we benchmark the salaries for all our roles every 2/3 years to ensure we are paying fairly within market norms.

Staff salaries are paid into bank accounts once a month on the 26th of each month.

Hybrid working

We are currently operating hybrid working for all staff across the organisation. The office is open 3 days a week (Tues, Wed and Thurs) and full-time staff are required to be in the office at least 2 of these days each week, Tuesday and Wednesday or Thursday.

Flexi-time scheme

A flexi-time scheme is in operation across the organisation. The daily requirement is to work 7.5 hours.

Staff also need to take a lunch break of at least 30 minutes (staff can take up to a maximum of 2 hours for lunch). The core hours are 10am–4pm, Monday to Friday when all employees must be present. Employees may arrive for work between 8am and 10am and leave between 4pm and 7pm. The daily minimum hourly requirement of 7.5 working hours per day plus lunch must be met; any extra time cannot be "rolled over" or "banked".

Annual leave

Our annual leave year runs from 1 October to 30 September. Annual entitlement for full-time staff is in relation to length of service:

- Less than 1 year of continuous service at the beginning of a holiday year: 25 days (pro-rated to your start date)
- 1 year or more of continuous service at the beginning of a holiday year: 26 days
- 3 years or more of continuous service at the beginning of a holiday year: 28 days
- 5 years or more of continuous service at the beginning of a holiday year: 30 days

In addition, the office is closed from the end of the last working day before Christmas until the first working day after the New Year.

Sick leave

For full-time staff, we allow up to 20 days sick leave in any rolling year without deducting pay. This allowance increases to 25 days sick leave plus 40 days half-pay after one years' service.

Pension plan

We contribute into an approved pension scheme, which is administered by Standard Life. Employees will be auto-enrolled into the scheme after 3 months and will contribute a minimum of 5% of their salary each month. World Cancer Research Fund will match the employee's contributions of up to 5% of the employee's salary each month.

We also offer staff the option to switch their pension to a salary sacrifice arrangement on request.

Private healthcare

We offer private healthcare for employees, which gives all employees access to private healthcare (hospital and outpatient care) by referral from NHS. You are eligible to join the scheme after successful completion of the probationary period.

Dental cover scheme

We offer all employees a contribution to their dental expenses by allowing employees to opt in to a dental cover scheme. You are eligible to join the scheme after successful completion of the probationary period.

Life assurance and income protection

We cover all employees from their first day of employment and provide cover, which is equal to 4 x the individual's salary on death while employed alongside critical illness cover.

Permanent Health Insurance (PHI) scheme

All permanent members of staff, up to the age of 65, whose normal hours of work are at least 15 per week, are covered by the organisation's Permanent Health Insurance (PHI) Scheme, at no cost to employees.

PHI is intended to provide income protection in the event of long-term illness or disability. The scheme provides an income replacement of up to 50% of the basic annual salary after a waiting period of 26 weeks, starting from the date a disability commences.

Season ticket loan scheme

Employees can take advantage of an interest free loan for a purchase of an annual travel ticket. The loan is repaid via equal deductions from the employee's salary over a 12-month period. You are eligible to join this benefit after successful completion of the probationary period.

Cycle to work scheme

Employees can take advantage of an interest free loan for a purchase of a tax-free bike or accessories. The loan is repaid via equal deductions from the employee's salary over a 12-month period. You are eligible to join this benefit after successful completion of the probationary period.

World Cancer Research Fund office also offers secure, lockable, storage for your bike and there are showers available within the office.

Employee assistance programme

All employees, and their families, have access to a 24-hour confidential advice and support line. This service offer access to trained advisers and counsellors from The British Association for Counselling and Psychotherapy (BACP) who can offer advice on a range of issues, including financial and debt concerns, legal information, relationship or family worries, bereavement, stress, anxiety and other emotional issues. If appropriate you may also be referred for up to eight sessions of face-to-face counselling.

Mental health and wellbeing

We run a Mental Health Champions scheme that staff can volunteer to be a part of. Our Mental Health Champions are sent on an accredited Mental Health Training Course and are then available to offer help to any staff member experiencing a mental health problem; guiding them to access appropriate professional help. They also work in collaboration with the organisation to promote wellbeing and encourage a culture where mental health can be discussed openly.

Flu vaccinations

We offer staff the chance to receive a free flu vaccination each year. This is either at the World Cancer Research Fund office, where a trained nurse will be arranged who will administer the vaccine onsite, or by providing a voucher to enable them to receive the vaccine at a participating pharmacy of their choice.

Christmas and summer parties

We hold two annual parties, in the Summer and at Christmas, paid for by the organisation, for staff to come together outside of work and have fun!

Dog friendly office

Staff currently have the opportunity to bring their dog into the office one day per week (Thursdays) subject to World Cancer Research Fund guidelines.

Training and development

World Cancer Research Fund is committed to enabling professional development and all staff are encouraged to regularly discuss training and development. In addition, there is an annual appraisal process in place during which individual needs are formally discussed and identified.

We also offer payment for job-related professional subscriptions and fees (subject to World Cancer Research Fund guidelines), opportunities to attend international conferences on behalf of the organisation, and study leave and sabbatical leave policies.

Probationary period and notice period

The post-holder is subject to a 6-month probation period during which 1 weeks' notice on either part will apply. Following successful completion of the probationary period the post-holder will be on 1 months' notice period.

How to apply

Recruitment timetable:

Closing date for applications:	5pm, 2 nd August 2026
Interviews:	11 th and 13 th August 2026

To apply

You can apply for this vacancy by submitting a CV (max. 3 pages), covering letter (max. two pages) and a completed Equal Opportunities Monitoring Form. Your covering letter should provide specific examples of past achievements to demonstrate how you meet each criterion of the Person Specification and should also highlight how your skills and experience would benefit World Cancer Research Fund.

Your CV, covering letter and completed Equal Opportunities Monitoring Form can be submitted by email or post:

E-mail: hr@wcrf.org

Address: Human Resources
World Cancer Research Fund
140 Pentonville Road
London N1 9FW
UK

Phone: 020 7343 4200

If you do not hear from us within 14 days of the closing date, please assume your application has been unsuccessful on this occasion. Please note that we only provide feedback to shortlisted candidates.

Equal opportunity monitoring form

World Cancer Research Fund is committed to equal opportunities for all. Please help us monitor the effectiveness of our Equal Opportunity Policy by completing and returning this form. This will be separated from your application prior to assessment and used solely for statistical purposes.

Post applied for:

Please tick the appropriate boxes below:

Gender

Male ☐ Female ☐

Disability

World Cancer Research Fund welcomes applications from people with disabilities. The Disability Discrimination Act 1995 describes a disability as a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day-to-day activities. Having read this definition, do you consider yourself to have a disability?

Yes ☐ No ☐

Ethnic group

The categories indicated below are those recommended for use by the Commission for Racial Equality.

How would you best describe your ethnic origin?

Bangladeshi	☐	Indian	☐
Black – African	☐	Irish	☐
Black – Caribbean	☐	Pakistani	☐
Black – Other (please specify)	☐	White	☐
Chinese	☐	Other (please specify)	☐

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Nationality

UK ☐
Other (please specify) ☐

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Thank you for answering these questions.

Job applicant privacy notice

As part of any recruitment process, World Cancer Research Fund collects and processes personal data relating to job applicants. World Cancer Research Fund is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. World Cancer Research Fund collects a range of data about you which will include:

- Your name and contact details (including email address and telephone numbers);
- Details of your skills, qualifications, experience and employment history;
- Details regarding your current levels of remuneration and any work benefits entitlements;
- Whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- Information regarding your right to work in the UK; and
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

This information will be collected from your CV and/or cover letter on application to us, plus from your examination certificates, passport, driving licence or other identity documents provided. We may also collect personal data about you from third parties, such as references obtained from former employers, background checks or criminal records checks as applicable.

How we handle the data that is submitted by you

This data will be stored in an electronic format (including email) on our internal IT systems and also on paper within our HR Department. Your information may be shared internally for recruitment purposes with our recruiting managers, HR and IT team strictly for decision making purposes. We do not share your data with any third parties.

Why we process personal data

We need to process your data to take the necessary steps prior to entering into any contract with you. We may also need to process your data if we agree to enter into a contract with you. We have a legitimate interest in processing your data during the recruitment process to ensure that we make and keep records of the process. These records allow us to manage the process effectively, assess a candidate's suitability for employment and decide whom to offer the roles to. We may also, from time to time, need to process data from job applicants to respond to and defend against legal claims.

Disclosure of your information

World Cancer Research Fund may transfer your data outside of the European Economic Area. However, your data will be protected as well as it would be in the EEA. Internally we will protect your data through internal controls and policies to ensure that your data is not

lost, accidentally destroyed, misused, and is not accessed by our employees except in the proper performance of their duties.

Data retention

We will retain your personal data for a period of 1 year after we have communicated to you our decision about whether to appoint you to the role. We retain the information for that period so that we can show, in the event of a legal claim that we have not discriminated against candidates on prohibited grounds that we have conducted the recruitment process in a fair and transparent way. After this period, we will securely destroy your personal data in accordance with the applicable laws and regulations

If your application is unsuccessful, we may keep your personal data on file for any suitable employment opportunities. We will seek your consent before we do so and you are free to withdraw your consent at any time by notifying us in writing.

What if you do not provide personal data

You are under no statutory or contractual obligation to provide your data to us. If you elect not to do so however, we will not be able to process your application properly, if at all.

Automated decision-making

Our recruitment process is not based on automated decision making and as such you will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

Data protection legislation (your rights)

As a data subject, you have a number of rights including:

- Access to your data on request
- Require us to stop processing your data on demand
- Requires us to delete your data on demand
- To change any incorrect or incomplete data we hold on you
- Request the transfer of your personal data to another party

If you would like to exercise any of these rights or have any queries with the privacy notice, please contact: The Director of HR & London Operations, World Cancer Research Fund, 140 Pentonville Road, London N1 9FW.