

Sheffield
Hospitals
Charity

Fundraising Assistant

Job Description

February 2026

Hello you!

I'm Greg, Director of Fundraising at Sheffield Hospitals Charity.

Our Fundraising Assistant position at Sheffield Hospitals Charity is such a rare and exciting opportunity. It really is the perfect entry point into fundraising with a charity that's ambitious, growing, and doing seriously cool things to support Sheffield's NHS. You'll be right at the heart of the action supporting campaigns, events, lottery, legacies, and supporter care in a role where no two days are the same. If you're organised, warm and ready to learn, join us and we'll give you the space to grow and the chance to make a genuine difference to patients, families and staff across Sheffield's hospitals.

We are an ambitious charity already making a significant impact across our NHS Trusts: supporting patients and staff, and funding vital research, innovation and equipment. We are also making our mark in shaping a healthier Sheffield, tackling health inequalities across the city.

We aren't afraid to do things differently. I know lots of organisations say that, but at Sheffield Hospitals Charity being boring simply isn't in our DNA. We are driven by the belief that in the years ahead, our impact can and must reach further and go deeper than ever before.



To achieve that, we're in an exciting period of growth. We are carefully investing in our fundraising and communications capacity, and strengthening the systems that underpin everything we do. It's a time of energy, ambition and opportunity.

I've worked in fundraising across multiple channels for the past 15 years. I do it because I care deeply about the difference it makes to the people we support. But I also do it because I love this profession. You'd be hard pressed to find an industry filled with more dedicated, creative and inspiring people. It's a compassionate space to work in, with unparalleled opportunities for growth. And no two days are ever the same.

We're looking for the most talented fundraisers we can find to help power this next chapter. And when we say "talented", we don't only mean the most experienced. We mean people who bring the right attitude, the right skills, and a genuine alignment with our values: we're the best together, we go the extra mile, and we look to the future.

If you join our team, you'll be pushed as much as you're supported, challenged as much as you're encouraged. In return, you'll have the chance to do something genuinely remarkable ... for our hospitals, for our city, and for yourself.

Greg van Heeswijk, **Director of Fundraising**



We are Sheffield Hospitals Charity

We help Sheffield's hospitals, community teams, mental health and specialist services to cover costs their NHS budgets can't. We fund support for patients and staff, life-changing research and more, so that we can enhance care **from birth to the end of life and everything in between.**

We provide additional funding to **Sheffield Teaching Hospitals NHS Foundation Trust** and **Sheffield Health Partnership University NHS Foundation Trust** who support people at every stage on life's journey.

From welcoming babies into the world on the **Jessop Wing**, supporting cancer care at **Weston Park**, specialist care at the **Royal Hallamshire, Charles Clifford** and the **Northern General**, to improving the mental, physical and social wellbeing of people in our communities.

Somewhere along the line, our funding is likely to have helped you or someone you love.

As well as funding provisions for patients, our grants also contribute to training, equipment and wellbeing projects for NHS professionals.

By looking after the staff and services at the centre of patient care, we're making sure they're ready to look after you.

The work we fund is only possible through generous donations, fundraising events, corporate support and a coming together of our community. With your help, we'll make sure that the care you and your loved ones receive is the best it can be.

Further information:

[Sheffield Hospitals Charity Strategy 2024-27](#) and [Impact Report 2024/25](#).

Our vision

Every person cared for and working in our hospitals, community and social care services is treated with compassion and has access to the best equipment and treatments in the best environments.

Our mission

We help Sheffield's hospitals, community teams and health and social care services to cover the costs that the NHS can't. By funding support for patients and staff, life-changing research and more, we enhance care from birth to the end of life and everything in between.

Our values and behaviours



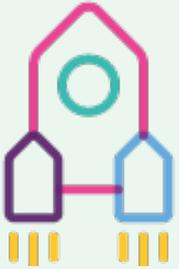
We're the best together

We work collaboratively with our beneficiary Trusts and other organisations to have the greatest impact for the people of Sheffield. We help our supporters and volunteers to give back to the NHS in ways that suit them. We employ talented people and encourage each other to be the best we can be.

Expected behaviours:

- I seek input from my colleagues and take advice from others to deliver the best I can
- I proactively seek out opportunities to collaborate with others so that we can achieve more for our NHS
- I look after and look out for my colleagues; lending a hand and lifting them up

We go the extra mile



Whether you're a patient, NHS staff, supporter or employee, we strive to make people feel uplifted. Our funding is always above and beyond what the NHS can provide, and we ask, 'How can we fund the best outcomes in this area?'. We go the extra mile for each other, our beneficiaries and our supporters, and ask, 'How can we help?'. As a team, we celebrate our successes and work hard to improve and innovate.

Expected behaviours:

- I am audience-led, in line with the needs of the charity, giving people the best experience of working with Sheffield Hospitals Charity
- I am proactive and solutions-focused, bringing proposals and solutions to the table
- When I can't help to deliver a task or solve a problem, I aim to find someone who can

We look to the future



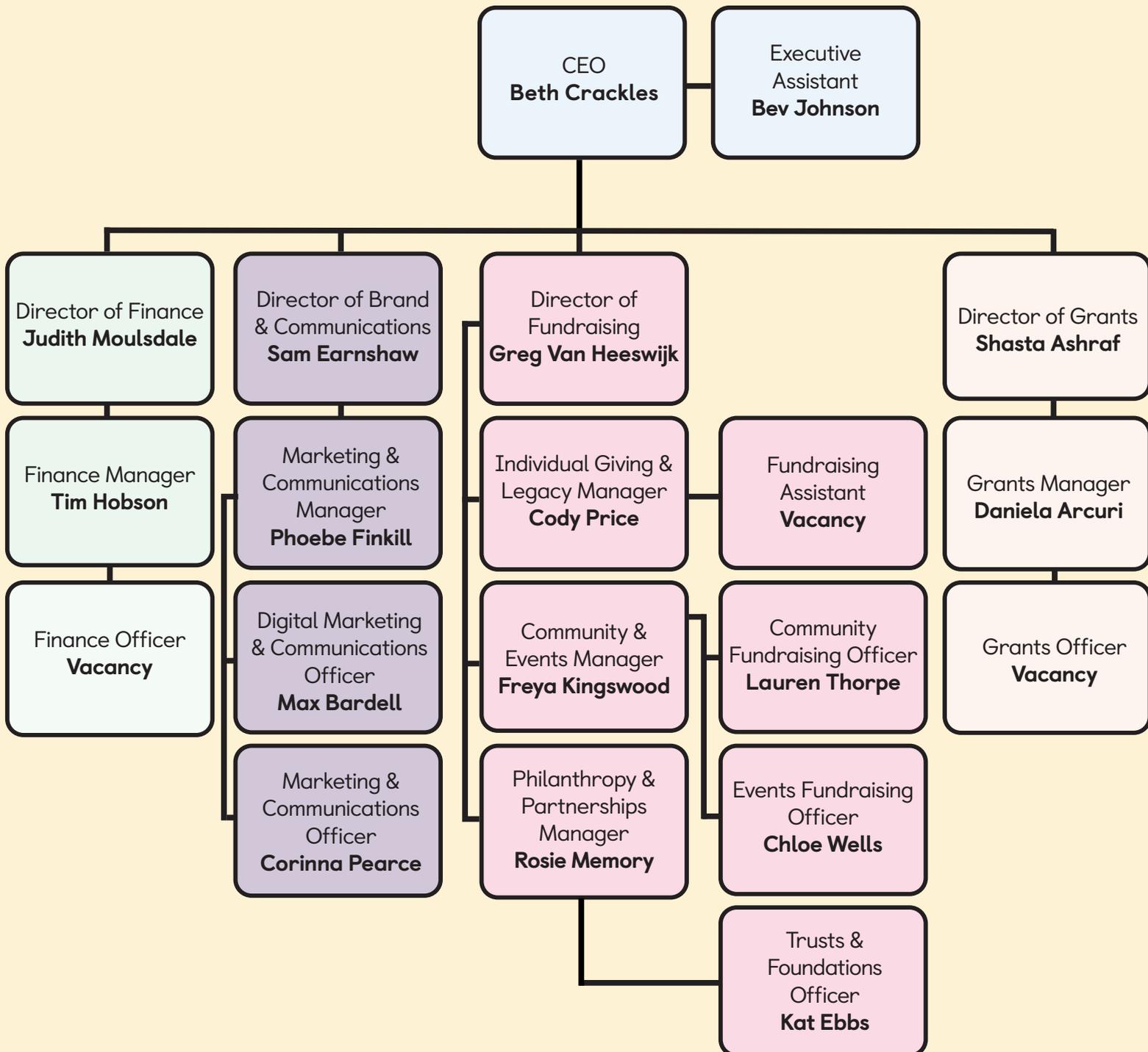
We help build a brighter future for the NHS in Sheffield. When funding, we ask, 'How will this help our Trusts now and in the future?'. As a charity, we aim to be financially and environmentally sustainable. When investing in our charity, we ask, 'Does this help build a sustainable organisation and a happy, productive team?'.

Expected behaviours:

- I consider what is best for the charity, not just my area, and I think about the short, medium and long-term when making decisions
- I make time for learning as an individual and with my team, and take learning into future projects
- I am ambitious for the charity and bring new ideas and ways of working to help us be better



Our structure



Job description

Fundraising Assistant

Position: Fundraising Assistant

Responsible to: Individual Giving and Legacies Manager

Hours: Full-time - 37.5 hours/week

Location: Leah's Yard, Sheffield

Salary: £24,000 – £27,000 p/a

Job Purpose

As Fundraising Assistant, you will play a vital role in the smooth day-to-day operation of the organisation, providing a high standard of supporter care & communication across fundraising, communications, and general charity functions. You will be the first point of contact for many of our supporters and visitors, and your warm, organised, and professional approach will ensure they receive an outstanding experience.

This is a varied, hands-on role, and fantastic opportunity to gain experience across a wide range of fundraising areas: from integrated fundraising campaigns, to event delivery, to legacies and lottery. You will join a supportive and passionate team, where you'll be encouraged to learn, grow, and make a real difference to support Sheffield's NHS.

Key Responsibilities

Supporter Care & Front Office

- Provide a warm, professional and helpful first point of contact for supporters by phone, email and in person.
- Build positive relationships with supporters through timely and friendly communication.
- Support stewardship activities including acknowledgement, recognition and responding to feedback.
- Help ensure supporter contact details and preferences are kept up to date.

Fundraising Support

- Ad hoc support to fundraising campaigns, appeals and events.
- Assist with coordinating mailings and supporter communications.
- Coordinate the Crafting for Good programme, including receiving, recording, storing, and distributing donated items around the hospitals.
- Support the delivery of the charity lottery, including responding to player enquiries and supporting positive player engagement through weekly winner phone calls.

General Team Support

- Assist with charity merchandise and online shop activities, including stock handling and supporter interactions.
- Provide support to Brand & Communications, Community & Events, and Corporate & Philanthropy teams to help events and activities run efficiently, attendees are communicated with effectively, and feedback is gathered from participants.
- Support the Brand and Comms team with desk-based research, collecting quotes, testimonial collation and supporter communication on social media channels.
- Assist with event coordination and logistics for charity events (occasional evening/ weekend work may be required).
- Contribute to internal updates and tracking of fundraising activity.
- Act as an ambassador for Sheffield Hospitals Charity, upholding our values and representing the organisation positively at all times.

Compliance & Organisational Responsibilities

- Ensure data handling complies with GDPR, Gambling Commission requirements, and the Fundraising Regulator's Code of Practice.
- Follow charity policies and procedures at all times.
- Represent the charity professionally and positively at all times.

Person Specification

Essential:

- A warm, friendly, professional, and confident manner.
- Excellent written and verbal communication skills, and confidence in speaking on the phone.
- Strong administrative and organisational abilities, with attention to detail.
- Proficient in Microsoft Office (Word, Excel, Outlook) and comfortable learning new systems.
- Ability to manage multiple priorities, work independently, and meet deadlines.
- Full UK Driving Licence

Desirable:

- Experience of handling sensitive or confidential data.
- Previous experience in a charity or nonprofit environment.
- Familiarity with CRM/donor management systems (we use Beacon CRM).
- Understanding of fundraising practices, Gift Aid, and GDPR compliance.
- Experience supporting donor communications or events.



Sheffield
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Why **Join Us?**

This is a fantastic opportunity to contribute to a cause that makes a meaningful **impact** on people's lives. You'll join a **supportive, passionate team** where your contributions will be **valued** and where you'll be **encouraged to grow professionally**. Whether you're building a career in fundraising or administration, this role offers both challenge and reward in equal measure.



Employee **benefits**

We want all our team at Sheffield Hospitals Charity to be passionate, professional, friendly, and inclusive. We care about what we do to support our NHS and the work we do together.

Sheffield Hospitals Charity benefits include:

- 25 days annual leave (plus Bank Holidays)
- 3 days additional leave covering office closure over the Christmas period
- 6% pension contribution
- Westfield Health Cover
- NHS Blue Light Discount Card
- Death in service cover
- Enhanced leave policies (including sickness, maternity, paternity, adoption)
- Hybrid working and TOIL policies
- Excellent training and development opportunities
- Open plan offices at Leah's Yard in the Heart of the City

www.sheffieldhospitalscharity.org.uk



How to apply

Please send a CV and covering letter describing how you meet the job description and person specification to hrshc@shct.nhs.uk.

Please keep your CV and cover letter to no more than two pages each.

Sheffield Hospitals Charity is dedicated to providing an inclusive working environment that encourages diversity and equal opportunities for all. We are committed to supporting a team that is representative of a variety of backgrounds, perspectives and skills. We will seek to make reasonable adjustments to overcome barriers to employment caused by disability and/or neurodiversity, and encourage applications from these candidates. If you need any reasonable adjustments, please contact us at hrshc@shct.nhs.uk.

We guarantee to offer an interview to those with a disability who meet the minimum criteria.

Closing date: midnight, 8th March

Interviews will take place on:

First round 12th – 16th March 2026

Second round 19th March 2026

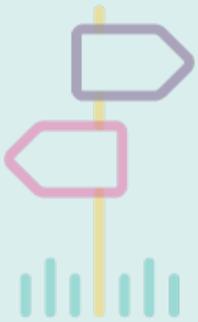
If you are unavailable for either of the above interview days, please clearly state your nearest possible availability in your email.

We reserve the right to close this vacancy early if we receive sufficient applications. We encourage interested candidates to apply as soon as possible.

Applicants must have the right to work in the UK. Unfortunately, we do not hold a sponsorship license and therefore we are unable to offer visa sponsorship for this Role.



Where to **find us**



Sheffield Hospitals Charity,
Leah's Yard,
20 Cambridge Street
Sheffield
S1 4HP



www.sheffieldhospitalscharity.org.uk



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