

Sheffield
Hospitals
Charity

Community Fundraising Officer

Job Description

March 2026

Hello you!

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

Our Community Fundraising Officer position at Sheffield Hospitals Charity is an exciting opportunity for you to join our fundraising team in a charity that's ambitious, growing, and doing seriously cool things to support Sheffield's NHS. This exciting new role will see you play a key role in delivering outstanding fundraising experiences for individuals, groups and small businesses undertaking challenges and events. Along the way you'll build meaningful relationships with our supporters, ensuring that they feel valued and well equipped to raise funding for us. If you're enthusiastic, confident, and ready to make an impact, 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**



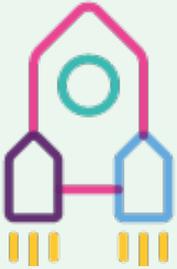
We're the best together

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



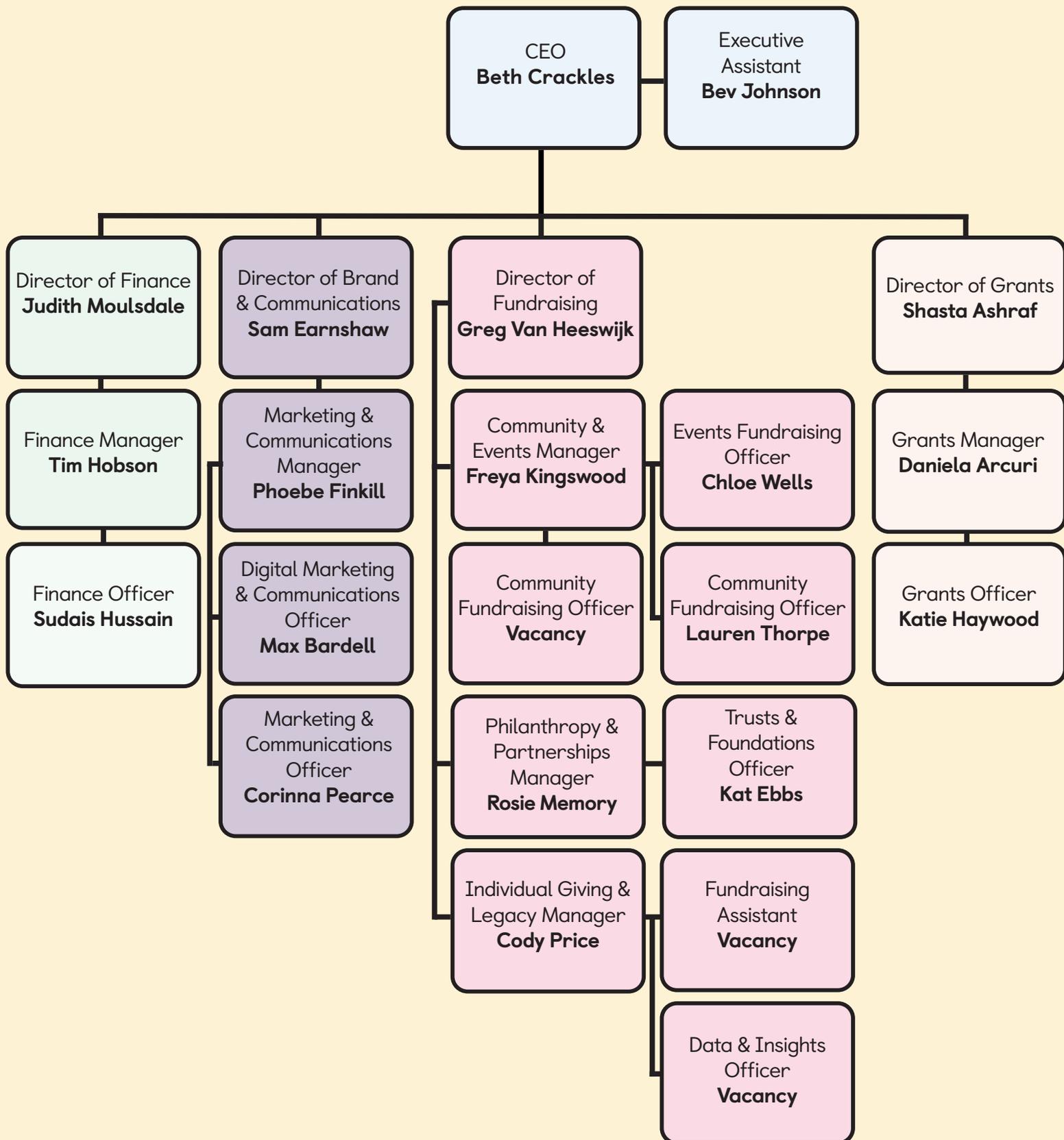
We help build a brighter future for the NHS in Sheffield. When funding, we ask, 'How will this help our Trusts now and in the future?'. As a charity, we aim to be financially and environmentally sustainable. When investing in our charity, we ask, 'Does this help build a sustainable organisation and a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

Community Fundraising Officer

Position: Community Fundraising Officer

Responsible to: Community & Events Fundraising Manager

Hours: Full-time - 37.5 hours/week

Location: Leah's Yard, Sheffield

Salary: £27,000- £35,000

Job Purpose

This is an exciting new role, created as Sheffield Hospitals Charity continues to grow. Joining our Community and Events Fundraising Team, you'll play a key role in delivering outstanding fundraising experiences and building meaningful, long-term relationships with our supporters.

You'll be responsible for delivering and developing our challenge events programme, ensuring a broad range of challenges are available to our supporters in the community and within the Trusts that we support. You'll also make sure that those taking part in these challenges and our own bespoke events receive excellent supporter care: developing engaging supporter journeys that maximise fundraising, strengthen connections to the cause and encourage ongoing support. You'll also work towards establishing and supporting new small-partnerships with small businesses and community groups looking to support the charity.

Working closely with the Community & Events Fundraising Manager, you'll manage fundraising activity from start to finish, delivering to plan and budget, and using insight and evaluation to help shape future activity.

We're looking for a friendly, organised and motivated individual with strong communication skills and a passion for helping supporters make a difference. If you enjoy building relationships, paying attention to detail and being part of a growing, purpose-driven team, this could be the role for you.

Key Responsibilities

Supporter Relationships & Stewardship

- Act as the first point of contact for supporters, patients and families, providing excellent care, building strong relationships, and representing the charity positively.
- Design, deliver and continuously review supporter journeys for third-party challenge events and the charity's bespoke fundraising events.
- Manage third-party challenges, ensuring opportunities are up to date, diverse, inclusive, and monitored for performance, including monthly reporting.
- Work with the Events Fundraising Officer to deliver bespoke stewardship for charity-led events.
- Proactively use CRM system (Beacon) to develop and manage data & relationships.
- Attend fundraising and community events, giving presentations and cheque presentations as required, including occasional evenings and weekends.

Income Generation

- Achieve agreed income targets by actively engaging supporters, building relationships, offering advice and developing community fundraising initiatives.
- Be responsible for managing your own areas of community fundraising alongside regular reporting. Monitor, evaluate and identify learning points from each area of activity. Developing monthly financial reports within your area.
- Prioritise activity through risk analysis and time-cost evaluation to focus on the most effective fundraising opportunities.
- Identify and secure new partnerships within the community, supporting partners with resources and guidance.

Collaborative Working

- Work with Marketing, Corporate Fundraising, and Events teams to deliver campaigns, share supporter stories, and encourage engagement.
- Working with the Community and Corporate Managers to ensure effective support is in line with policy and practice.
- Work with the Brand and Comms team to ensure that third-party challenges are advertised effectively and recruited to.

Compliance & Organisational Responsibilities

- With the support of the Community and Events Manager, manage the relationships with providers of third-party events.
- Ensure all activity complies with GDPR, Gambling Commission regulations, and the Fundraising Regulator's Code of Practice.
- Follow charity policies and procedures, always representing Sheffield Hospitals Charity professionally.
- Ensure the health and safety of participants and volunteers through conducting risk assessments.

Person Specification

Essential:

- Excellent verbal and written communication skills, able to communicate confidently with supporters and a range of internal and external stakeholders, including over the phone.
- Ability to inspire and motivate supporters and volunteers.
- Ability to self-organise, prioritise and meet deadlines and financial targets.
- Experience and good awareness of marketing tools including social media.
- Ability to analyse problems and develop solutions.
- Ability to work collaboratively with colleagues as well as autonomously.
- Able to handle personal and confidential information, in accordance with GDPR and Sheffield Hospitals Charity's data protection and safeguarding policies.
- Willingness to travel to events, training and visit regional hub teams.
- Proficient in Microsoft Office (Word, Excel, Outlook) and comfortable learning new systems.
- Flexible to work unsocial hours including evenings and weekends.
- Full and valid driving licence with access to vehicle during work time.

Desirable:

- Previous experience in a charity or nonprofit environment within fundraising.
- 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.



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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:

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, 22nd March 2026

Interviews will take place on:

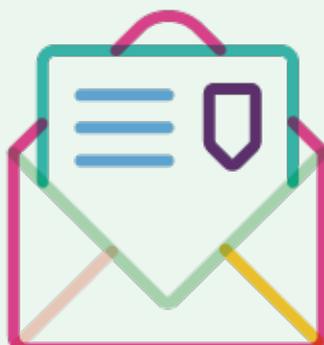
First round 2nd April 2026

Second round 13th April 2026

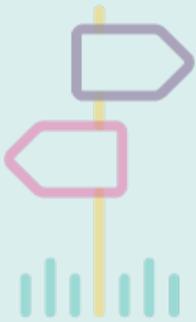
If you are unavailable for either of the above interview days, please clearly state your nearest possible availability in your email.

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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