

Sheffield
Hospitals
Charity

Events Fundraising Officer

Job Description

June 2026



Hello you!

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

Our Events 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 role will see you take the lead in delivering a diverse and growing portfolio of fundraising events that inspire people to support our hospitals. From mass participation challenges and flagship fundraising events to awareness-raising activities across the city, you'll play a central role in creating memorable experiences that bring our cause to life. Along the way, you'll build meaningful relationships with participants, volunteers, suppliers and colleagues, ensuring every event is professionally delivered, well-supported and leaves a lasting impression.

If you're organised, motivated, creative, confident and thrive on turning ideas into reality, 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 have been carefully investing in our fundraising and communications capacity, strengthening the systems that underpin everything we do, and developing new opportunities for people to engage with our cause. 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.

Events fundraising sits at the heart of that. Few things are more rewarding than seeing hundreds of people come together around a shared purpose, creating experiences that raise vital funds, build awareness and strengthen connections with our hospitals. Whether it's coordinating logistics behind the scenes, supporting participants to achieve something remarkable, or celebrating success on event day, this role offers the chance to make a tangible impact every single week.

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 trusted to take ownership of projects, supported to develop your skills, and encouraged to bring new ideas to the table. You'll work closely with colleagues across fundraising, communications and our hospitals to create events that people want to be part of and remember long after they've finished.

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 and 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, to 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

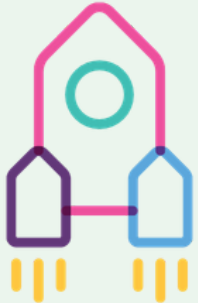


We're the best together

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 at Sheffield's Hospital 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.

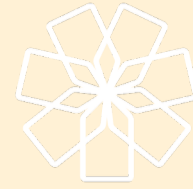
We look to the future



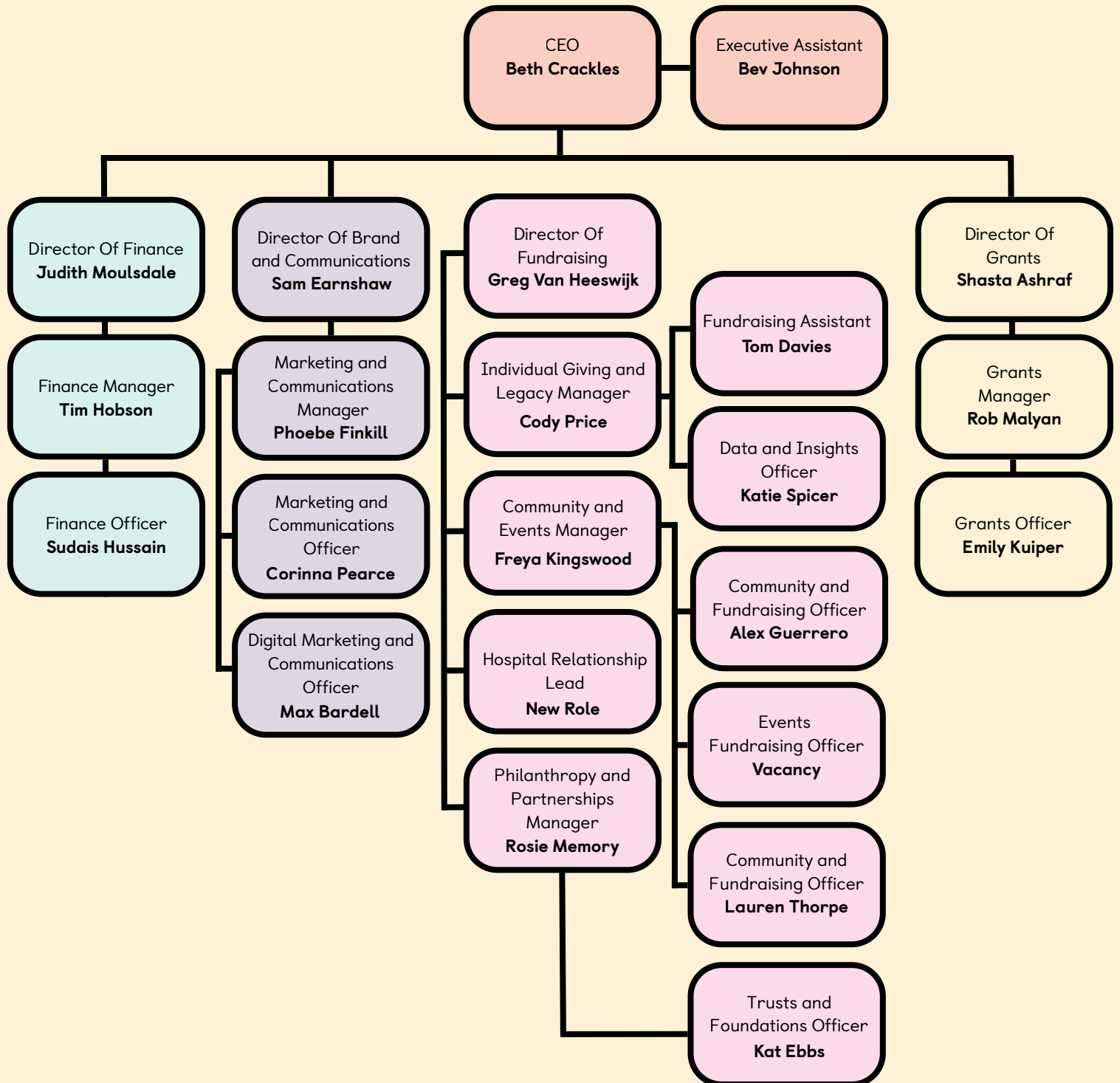
We help build a brighter future for the NHS in Sheffield. When funding, we ask, 'How will this help our Trusts now and in the future?'. As a charity, we aim to be financially and environmentally sustainable. When investing in our charity, we ask, 'Does this help build a sustainable organisation and a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

Events Fundraising Officer

Position:

Events Fundraising Officer

Responsible to:

Community & Events Fundraising Manager

Contracted Hours / Length:

Full-time - 37.5 hours per week

Work Location:

Leah's Yard, Sheffield

Salary:

£27,000 - £35,000

Purpose of the role:

As the Events Fundraising Officer, you will play a key role within the Community and Events Fundraising Team, helping to design and deliver impactful fundraising experiences that inspire people to support our hospitals. You will focus on both income-generating and profile-raising activity, ensuring our supporters receive excellent care and are engaged in meaningful, well-delivered events that strengthen their connection to our cause.

You will be responsible for leading the end-to-end delivery of a varied portfolio of fundraising and engagement events, ensuring strong planning, coordination and execution across all activity. Working with the Community & Events Fundraising Manager, you will project manage events from concept through to delivery and evaluation, ensuring they are delivered on time, within budget, and in line with agreed plans and objectives.

Through your work, you will help grow participation and engagement, contributing to the ongoing development of a high-quality events programme that maximises both income and awareness for the charity.

We're looking for a motivated, organised and personable individual with strong communication and project management skills, and a passion for delivering high-quality events that make a real difference. If you enjoy staying organised, coordinating multiple moving parts and taking pride in delivering well-executed, impactful events, this could be the role for you.

What you'll be responsible for

Events Management

- To lead delivery of the Sheffield Hospitals Charity events fundraising strategy in conjunction with the Community and Events Fundraising Manager.
- Support the development of the events fundraising strategy with the Community and Events Fundraising Manager and the wider fundraising team.
- Support the planning and lead the delivery of brand awareness events that enhance the charity's profile, working closely with the Brand and Communications team to maximise reach and impact.
- Oversee end-to-end event logistics, ensuring the safe, efficient, and timely delivery of events in line with fundraising regulations and health and safety standards.
- Develop and maintain detailed event project plans, ensuring actions, deadlines, risks and dependencies are accurately tracked and regularly reviewed using organisational project management systems. (Monday.com)
- Deliver the proposed programme of events on budget and to timescales, ensuring detailed work plans are devised and kept up to date.
- Ensure accurate records of supporters and suppliers are filed using Beacon CRM.
- Monitor, review and evaluate the performance of the events portfolio, leveraging CRM data and key performance indicators to inform data-led decision-making, optimise outcomes and support future growth.
- Manage relationships with event suppliers and venues, ensuring invoices, purchase orders, settlements and budget monitoring are completed accurately and within agreed timescales.
- Gather and analyse participant feedback to evaluate supporter experience and inform continuous improvement across the events portfolio.
- Identify and share supporter stories, fundraising achievements and examples of charitable impact, working with Brand and Communications team to create engaging content for promotional and stewardship activities.
- Conduct post-event evaluations, analysing performance, participant feedback and financial outcomes to identify lessons learned and recommendations for future events.

Collaborative working

- Lead and coordinate project workgroups for each event, ensuring resource requirements and team workloads are considered, with clear and effective communication maintained throughout the project lifecycle.
- To work with the Brand and Communications team to convert enquiries and grow the numbers of event participants using a wide range of methods (e.g. email marketing, digital advertising, social media).
- Work with the Brand and Communications team to create an effective communications plan for advertising event, identify and monitoring the most effective marketing channels, and develop engaging case studies and supporter stories to promote events across media and digital platforms.
- Produce detailed and timely collateral briefs for the Brand and Communications team ahead of need.
- Work with the Community Fundraising Officer to implement participant supporter journeys for all events to ensure all supporters receive excellent supporter care and development to help them maximise their support.
- Work with the Corporate Relationships Manager to maximise the potential of any corporate involvement in the events strategy, including securing corporate sponsorship of events where appropriate.
- Deliver promotion events to drive sign-ups or footfall for charity events, working with the Community Fundraising Officers' community contacts.
- Ensure that all events are appropriately staffed, working with the Community Fundraising Officer and Partnerships and Philanthropy Manager to recruit and register volunteers to each event.
- Work with the Community Fundraising Officer to maximise fundraising opportunities, before, during and post events.
- Work alongside our charity volunteers, ensuring the health and safety of participants and volunteers through conducting risk assessments.

General

- Build a strong relationship with internal colleagues at our hospitals to increase awareness of fundraising and support for activities.
- Attend external events as a representative of the charity and where needed deliver speeches outlining the purpose of the charity and its events.
- Attend and participate in a variety of weekly meetings; Fundraising Workgroup meetings, whole staff group meetings; 1:1s with line manager.
- To participate in training and undertake appropriate learning and development, as identified through appraisal and regular reviews with line manager.

Person Specification

We recognise that no candidate is likely to meet every requirement perfectly. If you have most of the experience listed and feel you could bring the skills and approach needed to succeed in this role, we would strongly encourage you to apply.

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.
- Exceptional project management skills with the ability to manage multiple projects at the same time.
- Ability to inspire and motivate supporters and volunteers.
- Strong analytical skills and experience in data-led project evaluation.
- Ability to self-organise, prioritise and meet deadlines and financial targets.
- Experience and good awareness of marketing tools including social media.
- Ability to proactively identify problems, develop and implement solutions.
- Independent and motivated.
- Ability to work collaboratively with colleagues.
- 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.
- Proficient in Microsoft Office (Word, Excel, Outlook) and comfortable learning new systems.
- Experience of using project management software (eg. Monday.com, Trello, Asana).
- 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.

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 and adoption)
- Hybrid working and TOIL policies
- Excellent training and development opportunities
- Open plan offices at Leah's Yard in the heart of the city



How to apply

Please send a CV and cover 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.

For an informal conversation about the position and what it's like to work with us, please contact Freya Kingswood, Community and Events Fundraising Manager, freya.kingswood@shct.nhs.uk,

Closing date: midnight, Sunday 28th June

Sheffield Hospitals Charity, in compliance with the Equality Act 2010, will seek to make reasonable adjustments to overcome barriers to employment caused by disability and/or neurodiversity, and encourages applications from these candidates. If you need any reasonable adjustments, please contact Bev Johnson.

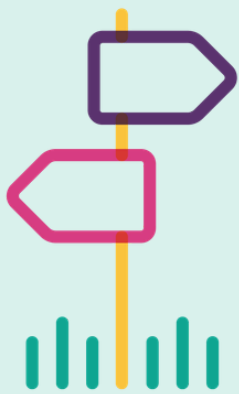
We guarantee to offer an interview to those with a disability who meet the minimum criteria.

First interviews will take place Tuesday 7th July, second interview Friday 10th July.

Before the interview we may provide candidates with a short task related to the role, and you will be asked to speak about this during the interview. This will be followed by a competency-based questions.



Where to **find us**



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



www.sheffieldhospitalscharity.org.uk



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