



Children with Cancer UK
Candidate Pack



Registered Charity Number: 298405
Inaugurated by Diana, Princess of Wales
Company limited by guarantee, Number: 4960054

Job description

Job title:	Community Fundraising Coordinator
Contract:	Permanent.
Location:	Hybrid – Office 3 days a week (21-27 Lamb's Conduit Street, London, WC1N 3NL)
Reporting to:	Community Fundraising Manager
Direct reports:	None
Salary range:	£27,000-£30,000 (based on experience)
Closing date:	Monday 2 March 2026

Role overview

In this role, you'll lead and inspire a diverse portfolio of community fundraising projects and champion the supporters behind them—ensuring every fundraiser feels valued, supported and motivated, while consistently delivering against agreed KPIs and driving meaningful impact.

Children with Cancer UK

Children with Cancer UK is a leading children's cancer charity dedicated to raising and investing funds into vital specialist research to save the lives of children with cancer. Our mission is to improve survival rates and the quality of survival in young cancer patients and to find ways to prevent cancer in the future. What began as a small memorial charity in 1988, has evolved into a major force raising more than £300 million and investing in over 200 research projects to help fight the injustice of cancer in children.

The Community Fundraising Team

The Community Fundraising Team at Children with Cancer UK plays a vital role in powering our mission, inspiring supporters across the country to raise over £1 million each year through their own incredible challenges, events and community-led activities. Whether they're hosting bake sales, organising charity nights, taking on sporting feats or joining one of our fundraising products, our supporters are at the heart of what we do.

As part of the wider Fundraising Team, Community Fundraising works hand-in-hand with colleagues across established events, individual giving, sports and corporate partnerships. Together, we create unforgettable experiences, champion our cause in communities nationwide, and help ensure every fundraiser feels supported, celebrated and proud of the difference they are making for children with cancer.

Main Responsibilities

Community Fundraising

1. To relationship manage DIY community fundraisers.
2. To support the wider Community Fundraising Team to deliver the community fundraising programme.
3. Develop community fundraising products. Creating project plans, marketing plans and implement testing when appropriate.
4. Work with third party providers for virtual mass participation fundraising products.
5. To develop community corporates including new business and account management.
6. To deliver excellent supporter journeys.
7. To create content to be used across community fundraising marketing.
8. Research and engage with new audiences to maximise their fundraising potential.
9. To keep community fundraising expenditure logs up to date.
10. To maintain a high standard of relationship fundraising.
11. Give presentations and talks to fundraisers as required.
12. To assist with the development of community fundraising.
13. Report and measuring against set KPIs and objectives creating action plans to mitigate risk.
14. To keep up to date with trends and activities across the charity sector
15. To work collaboratively across departments.

Administration

1. To deal with incoming community fundraising enquiries. Responding in a prompt manner.
2. To ensure all mailings are dispatched on time.
3. Work alongside the communications team to keep the website up to date.
4. Identify fundraising stories that can be shared externally.
5. To manage the community fundraising social media channels.
6. Keep up to date records of community fundraising on our database (Salesforce).
7. To maintain Community Fundraising Team's current systems and processes.

Additional Responsibilities

1. Any other reasonable duties as directed by your line manager.
2. The post requires an amount of evening and weekend work and the post holder is expected to attend events as and when required throughout the UK. The charity operates a time off in lieu system to make this time up which your line manager will need to approve.

Person Specification

	Essential	Desirable
Experience	<ul style="list-style-type: none">• Experience within a customer facing role• Experience working on multiple projects at the same time• Experience building relationship	<ul style="list-style-type: none">• Experience within the charity sector• Experience of public speaking• Project management experience• Experience using a database
Skills & Abilities	<ul style="list-style-type: none">• Excellent organisational skills• Ability to prioritise and multi-task• Excellent customer service skills	<ul style="list-style-type: none">• Proficient use in the Microsoft suite (Excel, Word, Powerpoint, Sharepoint, Outlook etc)• Ability to report and measure on KPIs and objectives.
Other attributes	<ul style="list-style-type: none">• Strong team player• A self-starter who can plan their own diary and use initiative	<ul style="list-style-type: none">• Creative and innovative• Able to work collaboratively across the organisation

Please note: If you don't match all our essential criteria but have other relevant experiences and skills, please do apply. We would love to hear from you.

Other information

At Children with Cancer UK we value diversity, and we are committed to creating an inclusive culture where everyone is able to be themselves and to reach their full potential. The statements are not intended to be construed as an exhaustive list of all duties, responsibilities and skills required for this position.