

Fundraising & Awareness Officer

Job description and person specification

About the role

You will be home based and will need to travel in the UK, Eire, Europe and further afield as the role develops.

You will need some storage space available for Charity materials.

If you are self-driven, motivated, and want to help others achieve something amazing in support of Histiocytosis UK, we would love to hear from you.

You are likely to be in a similar role at another charity or have the right experience and transferable skills from another sector. You'll be confident, enthusiastic, and an exceptional influencer with great customer care and communication skills.

There will be ample opportunity to shape the role, lead on specific projects and put your ideas into action.

The role will be mainly remote working so your experience and motivation will be key in this role so that we can achieve tangible results.

Who we need?

You will be an excellent communicator, face to face, online, phone or email. You know the importance of listening, and you are the sort of person that brings focus and calm to difficult situations. Prioritising your workload is second nature. Perhaps most importantly of all, you're energised and driven by a passion for learning and making life better for those with a long term and/or serious illness.

A degree is not essential, but a communication and fundraising skills qualification is desirable. It is important that you have a high standard of writing, and that you are on good terms with your computer, particularly MS office, email and maybe even Mailchimp, Zoom, Sage Accounting, Spreadsheets etc.

The role of the Fundraising & Awareness Officer

To assist the Executive Director in all aspects of the operation of the Charity

1. Fundraising and Income Generation

You'll be amazing at proactively securing new income and creating lasting partnerships. Working closely with supporters, volunteers, local groups you will demonstrate an excellent understanding of community fundraising and a collaborative approach to teamwork.

This role will develop and lead new fundraising opportunities, to help the charity engage with a wider range of donors and sponsors, inspire and motivate the team's volunteers.

The role will manage a broad range of events. This role will be strategic to the charity's other fundraising initiatives. The potential candidate will have experience in organising fundraising, special events, exceeding financial targets, and a strong track record of establishing and maintaining partnerships.

You will develop and implement new projects. You will focus on identifying new funding and growth opportunities.

You will drive the charity's income growth and diversification and lead on this key area of income for the Histiocytosis UK.

Most importantly, you'll be supporter-focused and willing to go the extra mile to support our amazing fundraisers and help them reach their fundraising goals.

2. Administration

You will be an exceptional Assistant with extensive prior experience of supporting a Charity or Non-Profit Chief Executive or Executive Director. You will be highly organised bringing to the role strong written and oral communication skills and excellent interpersonal skills with the ability to communicate persuasively at all levels in a professional and confident manner. You will be a team player, with excellent problem-solving skills and the ability to think creatively, whilst being results focused. You will need to demonstrate compassion and understanding of Patient, Parent and Sibling concerns.

3. Information Support

In time You will be our first point of contact, dealing with email enquiries and handling the associated record keeping.

4. Website & social media

Primarily working with our Volunteer Editor, you will set features for the website and newsletters and assist in sharing them to our social media streams, this will include creating images from submitted photographs for sharing, including social media.

Responsibilities

You will help to ensure that Histiocytosis UK delivers a service which contributes towards our objectives

What this looks like:

- Work collaboratively with local stakeholders to ensure that patient and parent information support services is current.
- Be informed about relevant health, and voluntary sector developments
- Support volunteers in service delivery with emphasis on user involvement
- Perform all duties in accordance with Histo UK's policies and procedures
- Undertake other tasks as appropriate to the role
- Work collaboratively with Histo UK's team members, sharing knowledge and supporting with the delivery of the Charity's strategic plan.
- To support with monitoring and evaluation of the project.

Other requirements of the post

The post holder must be prepared to work flexibly to meet the needs of the organisation. This will entail occasional evening and weekend work. Travel within the UK will be needed for meetings, Histo events and training provision. This would normally require access to a car (mileage will be paid) or travel by public transport.

The post holder will be expected to have adequate homeworking facilities to allow them to fulfil the role to the best of their abilities and storage facility.

What makes it a great job

This is a role with flexible hours and flexible working practices. We focus on objectives and outcomes rather than the clock, and we are a dynamic and energetic team who are very supportive and great to work with. The role and organisational strategy are established, but there is plenty of scope to make your mark and make the role your own. You will be working with a supportive, energetic team who are truly passionate about changing lives and you will be able to implement ideas quickly, with autonomy, but with support from those around you to give you confidence.

Person specification

Who we need

Essential

- Minimum three years as a professional fundraiser in a relevant role or transferrable skills from a similar role Proven track record in writing high quality, compelling and successful grant and bid applications Previous

experience of researching and managing bid pipelines Ability to develop strong working relationships with senior colleagues to secure their input to scoping, drafting, reviewing and signing off documents Excellent written skills including accurate and high-level document presentation skills Excellent proofing and checking skills, with close attention to detail Excellent IT skills, including MS Word, Excel, Outlook, internet use and database skills.

- Ability to work to deadlines and appropriately prioritise competing deadlines Strong time and project management skills Self-motivated with ability to plan, prioritise and manage own workload
- Effective team player who is willing to take on new challenges and work flexibly to meet the needs of the charity Experience of monitoring and evaluating outcomes of grant and bid applications Experience and understanding of working with financial data where projects require overseeing, impact reports and outcomes presented. Comfortable with remote working from home

Desirable

- Committed to improving lives of people living with rare diseases Experience of writing bids in health Experience of using fundraising databases Experience of identifying a pipeline of trusts and foundations that will fund health research Experience of identifying potential sources of major income from statutory and institutional investors Understanding of the relevant regulatory frameworks, Institute of Fundraising's Codes of Conduct, Fundraising Regulator guidelines and Gift Aid regulations.

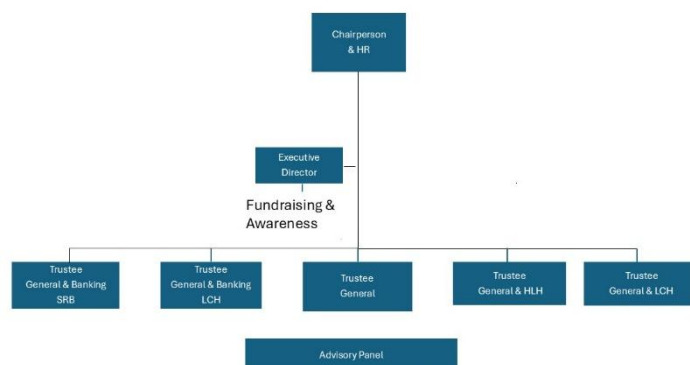
Potential for growth

As you grow within the charity there may be other areas of our activities to develop & grow your skills.

About Us & Our Structure

We are a Charitable Incorporated Organisation registered in England & Wales Reg No,158789.

Our responsible Officer is the Executive Director, and we are governed by our Trustees who are led by our Chairperson & Deputy Chairperson. Research is scrutinised and recommended by our Scientific Research Board.



For an informal chat with the Executive Director please email: Histio@HistioUK.org to arrange an appointment.

To make an application please complete the on line application form below outlining your motivation for applying and highlighting why Histiocytosis UK means so much to you.

No Agencies please.

Applicants **MUST** live and be eligible to work in the UK. This is a fixed term contract for 1 year and subject to a 3 & 6th month probation review and renewal and subject to funding. The company operates 6 month waiting period before enrolment to the pension scheme.

<https://www.histiouk.org/application-form/>

Closing Date: 16th December 2025

Interview Process:

1st Interview via virtual 10th February 2026 PM

2nd Interview in person London 17th March 2026 PM