

Community & Events Fundraising Officer

Job Pack

► October 2026

for healthy East London lives



Welcome

At Barts Charity, our vision is to provide life-changing improvements to health for the people of East London. We're committed to funding around £150 million in new projects over five years (2022-2027) in key areas of research and healthcare, which makes us one of the biggest medical research/healthcare funders in the country.

Our funding extends across Northeast London in five hospitals and two universities and is very varied in its scope. Our funding awards range across projects such as state-of-the-art [surgical robots](#), creating a [healthy ageing research unit](#), funding [clinical staff to undertake research](#) and our [Everyday Impact](#) scheme where small changes can make a big difference. From the large to the small, all of our funding is motivated by one thing - improving the health of the people of East London.

Our fundraising and communications work is focused on inspiring support by sharing the stories of the people, projects and healthcare improvements we fund. Our supporters come from all walks of life, from patients and families wanting to give back for the care they have received, to individuals, foundations and companies who want to make a lasting difference to healthcare and medical research.





Welcome

However, we believe that there is so much more that we can do. This is a great opportunity to join an ambitious and supportive team committed to extending the impact of philanthropic funding in East London and beyond. We are looking to grow fundraised income to a sustainable level of c£5m-£10m per year, from its current range of £3-5m.

We're a team of around 45 people, guided by our values of One Team, Ambitious, Open and Accountable. We work together to create a supportive and inclusive environment where everyone can contribute and make a difference.

This is an exciting time to join us as we prepare to deliver our new five-year strategy for 2027–2032. We're looking for a Community & Events Fundraising Officer to help deliver our fundraising activities, build relationships with supporters and local communities, and encourage more people to get involved. Working closely with our Senior Community & Events Fundraising Manager, you'll play an important role in growing participation and fundraising income to support life-changing healthcare across East London.

If you would like to join us, please read on to find out more about the role.



Jay Longworth

Director of Fundraising & Communications

[LinkedIn](#)



A wide-angle photograph of the East London skyline. In the background, the modern glass skyscrapers of Canary Wharf rise against a clear blue sky. The foreground and middle ground are filled with a dense, multi-story residential brick housing estate, with some green trees interspersed among the buildings. A decorative graphic consisting of overlapping teal and purple squares is located in the bottom-left corner of the image.

About Barts Charity

For healthy East London lives

As East London's oldest healthcare charity, we've been at the forefront of advancing healthcare in our community for hundreds of years. The hospitals we support strive to provide excellent care to their patients, through the highs and lows. Yet too many people's lives in East London are affected by ill health.

As the dedicated charity for Barts Health NHS Trust, we support St Bartholomew's, Whipps Cross, Newham, The Royal London, and Mile End hospitals. We're also partnered with the Faculty of Medicine and Dentistry at Queen Mary University of London and the School of Health Sciences & Psychological Sciences at City, St George's, where we fund world-leading medical research.

Together with our partners and supporters we make better healthcare possible. We invest in inspiring people and projects that have the greatest impact on the health and lives of local people. And as our local community is one of the most diverse places to call home, what makes a difference in East London has the potential to touch lives across the world.

For more information about Barts Charity, please visit our [website](#).



We are committed to Professional development



At Barts Charity, we prioritise continuous learning and professional growth, ensuring our staff have access to both group and individual development opportunities so that staff make the best contribution they can, enjoy good job satisfaction and progress their careers.

Regular training sessions cover a range of hard and soft skills, including Unconscious Bias, Feedback, Assertiveness, and EDI Awareness. We also offer tailored programmes like a New Manager Bootcamp and Fundraising Skills training.

Employee wellbeing

We promote a supportive working environment where colleagues feel comfortable having open conversations about wellbeing and mental health. Staff and managers have access to internal support, as well as confidential external support through our Employee Assistance Programme.

All new starters are assigned a buddy to help them settle in and navigate their induction.

EDI and Inclusive Recruitment

We want everyone connected with Barts Charity to feel valued and respected. We will create and sustain a truly inclusive culture where everyone feels they can contribute. We know that this will take action and we must keep working at it. Find out more about our [Commitment to Equity, Diversity, and Inclusion](#).

In 2024, we carried out an Inclusive Recruitment Audit and provided inclusive recruitment training for hiring managers to help strengthen our recruitment practices. We remain committed to reviewing and improving our approach to inclusive recruitment.

We welcome applications from people of all backgrounds. As a Disability Confident Committed employer, we're committed to supporting disabled people and those with long-term health conditions, including making reasonable adjustments throughout recruitment and employment.

About the role

Community & Events
Fundraising Officer



Role overview

Job title	Community & Events Fundraising Officer
Salary	£37,000 - £39,000 per annum
Contract	Permanent
Location	Ground Floor, 12 Cock Lane, London EC1A 9BU - Fully accessible office.
Hybrid Working	Hybrid working, with two anchor days in the office (Tuesdays and Wednesdays) and other days remote. Additional office attendance may be required.
Flexible Working	37.5 hours per week, with core hours of 10am–4pm. Flexible working requests will be considered in line with our policy.
Department	Fundraising and Communications
Reports to	Senior Community & Events Fundraising Manager
Annual leave	30 days plus bank holidays
Pension	10% employer contribution
Benefits	- Employee Assistance Programme and mental health support - Regular training and individual development - Private healthcare insurance (subject to eligibility following probation) - Interest-free season ticket loan (subject to eligibility following probation) - Social events within office hours



Hiring Manager
Kevin Machin, Senior Community & Events Fundraising Manager

Kevin joined Barts Charity in 2020 and now leads our Community & Events fundraising programme, building supporter relationships and growing participation and income.



What does the role involve?

Overview

Working closely with the Senior Community & Events Fundraising Manager, you will lead the operational delivery of key elements of the Events and Community Fundraising programme. You will provide excellent supporter cultivation, build engagement across the Charity and Barts Health NHS Trust, and identify opportunities to grow participation and income.

Job purpose

To coordinate the effective operational delivery of challenge events and community fundraising activities, supporting people throughout their fundraising journey and helping them achieve the greatest possible impact.

The role will develop strong relationships with supporters, volunteers, colleagues and external partners, while ensuring activities are well organised, supporter information is accurate and opportunities to increase engagement and income are identified.

Key role deliverables

- Identify opportunities to grow participation, strengthen supporter relationships and maximise fundraising income.
- Deliver high-quality operational support across the Events and Community Fundraising programme.
- Provide timely, engaging and personalised cultivation that gives supporters an excellent experience.
- Coordinate event registrations, communications, fundraising materials, volunteers and event-day logistics.
- Develop positive relationships with supporters, hospital staff, colleagues across the Charity and Trust, local communities and external partners to encourage fundraising engagement and raise awareness of opportunities to get involved.
- Maintain accurate supporter and financial information across relevant databases and systems.
- Support the delivery of communications and promotional activity to increase awareness and participation.
- Contribute to effective reporting, evaluation and continuous improvement across the programme.



Who we're looking for

Key skills and attributes (essential)

- Strong organisational skills, with the ability to manage competing priorities and meet deadlines.
- Excellent written and verbal communication skills, with the confidence to communicate with a wide range of audiences.
- Strong relationship-building skills and the ability to work collaboratively with colleagues and external partners.
- Excellent attention to detail and the ability to maintain accurate records.
- Confidence using databases, Microsoft Office and other digital systems.
- A proactive and practical approach, with the ability to use initiative and solve problems.

Key experience (essential)

- Experience of providing excellent customer or supporter care.
- Experience of supporting the delivery of events, engagement activities or another customer-focused programme.

Other requirements

- Willingness and ability to travel across East London and attend occasional evening and weekend events as required.

How to apply



The application process

Please send your CV and a supporting statement (of no more than 2 A4 sides), highlighting how you meet the key skills and experience required for the role as outlined in the Job Pack.

- Please send these to: Ariha Semontee at ariha.semontee@prospect-us.co.uk
- Deadline for applications: 26th October at 23:59 pm

First competency-based panel interview (virtual): w/c 2nd November

If you would like to discuss this role before applying, or if you need any adjustments, please contact Kevin Machin (kevin.machin@bartscharity.org.uk & 020 7618 1723)

We are a friendly, diverse, and inclusive team and are committed to having employees that represent all communities. We welcome applications from people from all identities and backgrounds and we particularly want to encourage people from under-represented groups to apply to work with us.

Our approach to candidates using AI in applications:

We know that technology including AI tools can support candidates when preparing job applications. We welcome the use of AI tools to help candidates prepare their applications, but ask that all information accurately reflects their own skills and experience. If invited to interview, candidates should be prepared to discuss the examples and experience included in their application.





Thank you

bartscharity.org.uk



Registered charity no. 212563

Barts Charity is a Disability Confident Committed employer.

We will offer an interview to a fair and proportionate number of disabled applicants that meet the minimum criteria for the job. If you wish to apply under the Disability Confident campaign, please clearly note this in your application email.

