Recruitment pack

Target Ovarian Cancer

Public Fundraising Officer

Permanent

Closing date: 28th October 2026 at 17:00

What you need to know about the role

Job title: Public Fundraising Officer

Reports to: Fundraising Events Manager

Location: We currently offer a hybrid-working model. This means you may usually work from your home or remote location but are expected to attend meetings and pay for your own travel to the office in London Bridge when required.

Hours: Full-time 35 hours per week, Monday to Friday. The charity has a core hours policy with core hours of 10am – 4pm and flexibility around remaining hours.

Show The Salary

Salary: £30,000

About Target Ovarian Cancer

At Target Ovarian Cancer, we target what's important to stop ovarian cancer devastating lives.

We give trusted information, to help people ask questions and make decisions that are right for them. We connect people with shared experiences, and we support families every step of the way.

We stand together as a powerful community for everyone facing ovarian cancer across the UK, sharing stories and raising voices, to make sure that ovarian cancer becomes a health priority.

We know that early diagnosis saves lives, so we work closely with GPs who are at the heart of this, to help them diagnose ovarian cancer faster and earlier – giving everyone the best chance of living.

And our investment in research to find new, better and more targeted treatments means that everyone can live with hope for their future.

We're fighting for a world where everyone with ovarian cancer lives, and we're targeting what's important - symptoms awareness, early diagnosis, better treatments and support for all.

Our values

Learn about the values we expect from ourselves and each other, at every level of the organisation, every day.

"My favourite thing about working at Target Ovarian Cancer is definitely the people – it's an absolute pleasure to be part of such a passionate and dedicated team who are super friendly and fun to work with!"

- Helen, Head of Public Fundraising

Supportive

Working together to be there for women with ovarian cancer and their families.

Expert

Bringing together the knowledge, skills and experience to succeed.

Pioneering

Constantly pushing boundaries, innovating and working to be the very best we can be.

Empowering

Helping people to achieve their goals.

Passionate

Women with ovarian cancer are at the heart of everything we do.

Impactful

Delivering the changes that women with ovarian cancer and their families need.

Specific responsibilities

About this role

This is an exciting new role in our Public Fundraising team. This agile role supports all aspects of Public Fundraising, from operations through to stewardship. You will spend up to 50% of your time supporting our events portfolio under the leadership of the Events Manager, and for at least 50% of your time you will have a dotted line into managers within the Public Fundraising team — helping with stewardship, administration and general team support across digital products, Individual Giving, Legacies and Community Fundraising.

Within the Events team, you will support with marketing our events, stewarding participants, attending events and, where relevant, acting as an event manager. To support the wider Public Fundraising team, you will often be the first point of contact for both new and existing supporters — helping with banking and thanking supporters and suppliers, managing inbound enquiries by phone and inbox, managing relationships with individual supporters, and providing administrative and operational support to the team as required.

This is a truly agile role, giving you the opportunity to learn a broad range of skills across Public Fundraising. You'll work alongside our experienced team of fundraisers and digital specialists to ensure our supporters have the best possible experience when they choose to donate or fundraise for us.

We're looking for someone who will proactively improve the way we work and identify where we can become more efficient and effective with our processes and tasks. This role isn't about doing things the way they've always been done — it's about challenging our processes so that the precious time we have is spent delivering as much impact as possible for people affected by ovarian cancer. It would suit someone who wants to build broad skills across Public Fundraising, who is a keen problem solver and can manage several different focus areas at one time.

Willingness to travel across the UK is essential for this role, along with evening and weekend work, which will be recompensed as time off in lieu.

Specific responsibilities

Stewardship

- Manage and respond to all day-to-day enquiries from current and potential supporters over the phone and via email
- Work closely with teams across Public Fundraising to provide stewardship to our key audiences
- Attend supporter-led fundraising events in person as required (these could be anywhere across the UK)

Team Support

- Manage the team inboxes (Fundraising, Legacy and Events) and triage all inbound calls made to the fundraising line
- Problem solve, innovate and make recommendations to improve our processes and ways of working and implement improvements.
- Provide data and insight into our audiences to support the team with data-led decision making.
- Support the team with the delivery of stewardship and marketing for our products and campaigns
- If we implement a new system or process, support with its onboarding, create guidance and train the team as required.

Events

- Support the Events Team with the planning, delivery and evaluation of our Events portfolio including bought place, own place, promoted challenges and treks.
- Managing day-to-day enquiries from people taking part in events over the phone and via email
- Attend on the day at our bought place and bespoke events across the UK and support with the planning and delivery
- Working with third parties for events, ensuring that all our marketing on these platforms is accurate and correctly displays our portfolio
- With support from the Events team, lead on supplier management including answering general enquiries and payment of invoices
- Maintain accurate records of our events participants on relevant platforms (CRM, third parties and spreadsheets), this includes their communications, information about their registrations and all other pertinent information to support us with data driven decisions

Specific responsibilities

Administration

- Respond to donations with personalised thanking where appropriate in a timely way
- Create, execute, and evaluate campaigns to facilitate a culture of learning
- Work closely with suppliers to process all team payments, including supplier invoice
- Code all income from third party platforms and other payment channels
- Keep spreadsheet, CRM and all other platforms up to date in a timely way, ensuring that we are always GDPR compliant.
- Manage our Public Fundraising files on the SharePoint, ensuring good data hygiene and archiving where appropriate.
- Support with preparation of presentations and documents as required

Contributing to our culture

In addition, all colleagues are expected to:

- Role model the charity's culture by creating a welcoming and inclusive environment for all colleagues, working collaboratively and taking accountability.
- Proactively raise misalignment to the strategy or inefficiency.
- Highlight opportunities to capture high-quality data for insight and suggest ways to achieve this.
- Apply and role model the charity's approach to open, regular, well delivered feedback.
- Flag risks and follow processes to manage risk.
- Undertake any other responsibilities as required

Due to nature of the role, you will sometimes be asked to work outside of office hours and there will be occasional travel across the UK. This will be recompensed with time off in lieu (TOIL)

Person specification

The best person for this role will have experience of:	Essential	Desirable
Experience managing a charity's participation in third party mass participation events, providing excellent supporter care.		X
Experience across any Public Fundraising disciplines (e.g. individual giving, community, legacies, events)		X
Experience working with supporters, volunteers and /or colleagues to build positive relationships.	X	
Knowledge of fundraising best practice and experience using a charity CRM.		X
Experience planning and delivering virtual and social media challenges.		X
Experience of events marketing.		X
Experience of using Raisers Edge NXT.		X
Experience of providing excellent customer service across phone, email and face-to-face channels.		X
The best person for this role will be (behaviours):	**Essential**	**Desirable**
Strong organisational skills, with the ability to manage deadlines and multiple priorities.	X	
Excellent attention to detail.	X	
Excellent written and verbal communication skills. Excellent numeracy skills.	X	
Proficient in the use of Microsoft Office.	X	
Strong interpersonal skills and relationship-building abilities, able to work collaboratively with colleagues and supporters.	X	
A proactive, collaborative and self-motivated approach, with enthusiasm to learn.	X	
A practical, problem-solving approach, with the confidence to question existing processes and suggest improvements.	X	
Other requirements:	**Essential**	**Desirable**
Willingness and ability to travel across the UK, including overnight stays where required (expenses covered)	X	
Willingness to work evenings and weekends as needed (TOIL provided)	X	

Benefits

Holidays

Staff start with 25 days' annual leave entitlement, rising to 27 days after one year's service and 30 days after two years' service and also receive statutory public holidays. This is pro- rated for part time staff.

Employee assistance programme

All members of staff, their partners and any dependants between the ages of 16 & 24 in full time education, have access to a free and anonymous service providing information, expert advice and specialist counselling to deal with a wide range of issues staff may encounter in their personal or work lives.

Health Service Discounts

All Target Ovarian Cancer staff are eligible to sign up to the NHS Health Service Discounts website as healthcare-related charity staff and receive discounts on shopping, insurance, mobiles, and more!

Volunteering

All staff are encouraged to volunteer at Target Ovarian Cancer events at least twice a year. Time off in lieu is given for these volunteering times when staff volunteer out of working hours.

Pension

5 per cent employer contribution.

Meet the team

"I was made to feel so welcome by everyone at Target Ovarian Cancer from my very first day, and that support has definitely continued. The hybrid working model works well, but there are still plenty of great opportunities for us all to meet in person. Everyone has a really strong understanding and passion for our work and what we're here to achieve, and it's fantastic to be a part of that."

- Sinead, Events Fundraising Manager

Benefits

Interest-free season ticket loan
Allowing staff to spread the cost of annual public travel to and from the office over a set period of time.

Childcare vouchers
Available to those already on the childcare voucher scheme.

Buddy system
All new starters are allocated a buddy to help welcome them into the charity and support them in settling in.

Hybrid working
Our hybrid working policy means staff may usually work from their home or remote location, and are expected to attend meetings and pay for their own travel to the office in Angel, London when required.

Social committee
Target Ovarian Cancer's social committee organises fun social events creating a sense of togetherness and wellbeing among our valued staff.

Flexible working
Our standard full-time working week is 35 hours. We make every effort to support flexible working requests where possible (we respect people's different working preferences and the need for a healthy work-life balance).

Equal opportunities

Target Ovarian Cancer is committed to the promotion of equal opportunity and does not discriminate against employees for job applications on the basis of race, sexual orientation, religion, colour, sex, age, national origin, disability or any other status or condition protected by applicable law. This policy extends to but is not limited to recruitment, selection, remuneration, benefits, promotion, training, transfer and termination.

How to apply

Please download and read the recruitment pack, then click **Apply** to complete your application.
You'll need to upload your CV and cover letter and answer the application questions for this role.
Please also complete this **Equal opportunities monitoring form** (CTRL+click to complete)
Please submit your application by 23:30 on Wednesday 28th October 2026.

If you would like to receive a paper copy of the recruitment pack, please call 0207 923 5470 or email jobs@targetovariancancer.org.uk with the address you would like us to post it to.

We want to make our recruitment accessible to all, if there is a way we can support you in your application, please contact us at jobs@targetovariancancer.org.uk.

Target Ovarian Cancer is a company limited by guarantee, registered in England and Wales (No. 6619981).
Registered office: 10-18 Union Street, London, SE1 1SZ. Registered charity numbers 1125038 (England and Wales) and SC042920 (Scotland).

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