

Fundraising Assistant

Job Summary

We are seeking a compassionate and organised Fundraising Assistant to join our fundraising team in promoting and delivering activities that raise funds for our hospice services.

Location: St Teresa's Hospice, The Woodlands, Woodland Road, Darlington, DL3 7UA

Hours: 22 hours per week to be worked over 3 days minimum

You will need to flexibly outside of normal working hours on occasion, as required to facilitate and attend events, including evening and weekend working.

St Teresa's Hospice Band 2: £23,929.00 WTE (pro-rated to £14,038.35 for 22 hours per week)

Important application info:

Successful applicants are required to provide a basic disclosure. Disclosure expense will be met by St Teresa's Hospice. All posts are subject to a six-month probationary period.

The closing date for this job is: Sunday 30 November 2025 or as soon as sufficient applications have been received. Please apply as soon as possible to be considered for this role.

Please be aware that we do not have a sponsor license, and are therefore only able to appoint candidates who are eligible to work in the UK.

Main duties of the job:

The role of the Fundraising Assistant is to work alongside our fundraising team in promoting and delivering activities that raise funds for our hospice services. This role involves providing excellent administrative assistance, coordinating events, maintaining donor relations, and supporting the team's efforts to ensure that everyone receives the best possible supporter care. The ideal candidate will have a passion for our cause, excellent communication skills, and a strong attention to detail.

Essential qualifications, skills and experience include:

- Excellent administration skills and ability to manage multiple tasks
- Ability to positively engage with supporters in support of their fundraising activities
- Proficiency across Microsoft Office
- Demonstrable experience of using general office systems, working with financial data and procedures
- Proven experience of delivering exceptional supporter care and maintaining relationships
- Excellent attention to detail
- Positive and proactive attitude

For further details, please see the job description and person specification which is available from our website at <https://darlingtonhospice.org.uk/work-with-us/>

About Us:

Join an organisation where we all work together for a shared charitable goal, based in beautiful grounds, with a community feel and an inclusive culture.

Benefits of working for St T's include:

- Training and development opportunities
- Flexible working schemes
- Generous company annual leave, sick pay, and maternity/paternity/adoption pay entitlements
- Continuation of existing NHS pension scheme at Band 5+, and other pension schemes available
- Opportunities to attend and participate in fun and exciting fundraising and awareness events
- Workforce events, including long service awards
- Employee Assistance Programme including free counselling/CBT
- Discounted complementary therapies including acupuncture & massage
- Onsite Bistro
- Free eye tests for computer users
- Hospice-based staff are eligible for free annual flu jabs
- Free will-writing service via Octopus Legacy
- Discounted local leisure centre membership and eligibility for Blue Light discount card

Please contact HR for further details.

St Teresa's Hospice complies with GDPR during the recruitment and selection process. For information on how we process your data, please see the NHS Jobs Privacy Notice and St Teresa's Hospice Recruitment Privacy Notice.

St Teresa's Hospice is a Disability Confident Employer. We are committed to employing and retaining disabled people, and we encourage applications from all sectors of the community.

To apply:

You can download the application form at: <https://darlingtonhospice.org.uk/work-with-us/>

Please submit your completed application form via post or by hand to **HR Dept, St Teresa's Hospice, The Woodlands, Woodland Road, Darlington, DL3 7UA**, or by email to hr@darlingtonhospice.org.uk

For more information about the role, please contact the HR Office on 01325 254321.

Our Values:

Our values are our core beliefs. They explain who we are, what we believe in and what we stand for.

