

Events and Community Fundraising Assistant

Job description and person specification

Imagine being told that you, or someone you love, is losing their sight. In that moment, two profound questions demand urgent answers:

- Can this be stopped?
- How will I live my life?

Currently, research into preventing and treating sight loss is chronically underfunded, receiving a mere 1.2% of publicly funded health research grants: people who are blind or vision impaired are three times more likely to experience loneliness and isolation than the general population.

We find and fund the brilliant minds and bright ideas that put change in sight. Our researchers are at the forefront, making breakthroughs and discoveries that will prevent, treat and cure eye disease. The partnerships we build and initiatives we support are changing life for blind and vision impaired people.

We are Fight for Sight: we won't stop until we: **Save Sight. Change Lives.**

We have a clear ambition and have the support of well-respected and highly engaged ambassadors.

We are now looking for experienced, committed, and creative individuals to join our dynamic team to help realise a new five-year growth strategy. **If you want to be part of something impactful, we'd love to hear from you.**

The Events and Community Fundraising Assistant will work within the Events and Community team, that sits within the wider Fundraising department.

We are looking for someone with strong time management, multi-tasking skills and importantly, a curious mind that would like to develop their skills in relationship and events and community fundraising.

Responsible to: Events and Community Fundraising Manager

Direct reports: None

Working hours and contract: This is a permanent full-time role (35 hours per week). We will consider part-time and flexible arrangements.

Salary: £25,711 - £26,500 (depending on experience)

Location: Central London with some remote working. A minimum of two days required in the office (50 Leaman Street, London, E1 8HQ) and external meetings and events as required.

How to Apply:

Please submit your CV and a cover letter, with the subject header: **Events and Community Fundraising Assistant application** to:
recruitment@fightforsight.org.uk.

Your cover letter should include a supporting statement (max two pages) comprising why you think you are an ideal candidate for the role, what applicable experience you'll bring and why you want to work for Fight for Sight.

Closing date for applications: 9am, Monday 28 September 2026

Early applications are encouraged. We will be shortlisting and interviewing on a rolling basis; therefore, we will close the vacancy as soon as we have found the right candidate.

The interview process is as follows:

- **1st interview:** Online with recruiting manager and fundraising colleague
- **2nd interview and an informal meeting with colleagues:** Face to face in London E1 8HQ with line manager and other members of the fundraising team

Role Responsibilities

- Steward and support fundraisers participating in challenge events and community activities, delivering excellent supporter care and ensuring a positive fundraising experience.
- Manage relationships with community fundraisers, including schools, local groups, Rotary Clubs, organisations and individuals, providing guidance and encouragement to maximise fundraising success.
- Coordinate and deliver community fundraising collections and awareness activities, including supermarket token schemes, train or tube station collections, and other one-day fundraising events.
- Organise volunteer coordination, cheerpoints and event-day logistics for flagship third-party events such as the London Marathon.
- Liaise with third-party event providers, ensuring timely participant registration on supplier consoles and accurate administration.
- Research, identify and engage schools, community organisations and local groups to generate new fundraising opportunities, building relationships through proactive outreach and stewardship.
- Manage the Events Inbox, responding to enquiries promptly and coordinating communications with supporters and event partners.
- Prepare and distribute fundraising materials to community groups and event participants in an efficient and timely manner.
- Work with suppliers to order new fundraising materials. Be responsible for managing and replenishing fundraising merchandise and stock.
- Source prizes and Gifts In Kind for community and challenge events.
- Represent the charity at fundraising events and activities as required.

Other

- Use a CRM database to effectively administer and manage event and community enquiries, activities and supporter communications.
- Answer inbound calls as part of the Head Office call team, and respond to or triage enquiries to be resolved in a timely manner.
- Work collaboratively across the charity to promote cross-selling and encourage supporters to get involved in other campaigns and initiatives.
- Become fully conversant with the aims and objectives of the organisation
- Keep up to date with developments and best practice within the fundraising sector, particularly in events and community fundraising.
- To work at all times in compliance with the Fundraising Regulator's Code of Practice and data protection legislation.

Person specification

Desirable skills, knowledge & experience

- Minimum of one year work experience in a fast-paced administrative, customer service, fundraising or prospect research role.
- Strong use of Excel, Power Point and Word.
- Effective time-management with the ability to manage multiple workstreams and deadlines.

Personal qualities

- An understanding of and commitment to the sight loss community.
- Strong communication skills and presentation style.
- Flexibility and a practical, can-do attitude.
- Highly motivated and able to juggle a varied workload.
- Personable, with excellent listening skills.
- Excellent accuracy and attention to detail.
- Growth mindset
- Flexible and willing to work occasional evenings and weekends to support events.

Flexibility

The role description is a general outline of duties and responsibilities and may be amended as we grow. The post holder may be required to undertake other duties as may be reasonably required from time to time.

Important note: All applications must have the Right to Work in the UK.

Unfortunately, we do not have a sponsoring licence for non-UK employees which means that if you do not have a current, valid UK working permit, please do not apply, as we will not be able to consider your application.

Employee benefits

We value our staff and volunteers and want to make sure that they are supported in their work. Other benefits we also offer are:

- A great team and a supportive culture
- Employer pension contributions matching up to 10%, and death in service cover
- Generous parental leave
- Flexible/hybrid working options

- Apprenticeships scheme, study leave and financial support for training & development
- Cycle to work scheme, eye test vouchers, and a staff loan scheme, access to an Employee Assistance Program
- An active Social Committee and staff events

Accessibility

We believe in fostering an inclusive environment where all individuals, regardless of their abilities or circumstances, feel supported and valued. If you have any accessibility requirements or specific needs that you would like us to accommodate during the application process, please let us know. If you are unfamiliar with MS Teams and would like to familiarise yourself with the platform before the interview, we are more than happy to arrange a tech run-through to ensure your comfort and confidence.

Equal opportunities, diversity & inclusion

Don't meet every single requirement? At Fight for Sight we are dedicated to building a diverse and inclusive workforce, so if you're excited about this role but your past experience doesn't align perfectly with every item in the job description, we encourage you to apply anyway. You may be just the right candidate for this or other roles that we have.

We have an inclusive and accessible recruitment process, including any adjustments required to support people from diverse community groups.

Other information

We draw your attention to some important policies that govern the research that our charity funds. You can find these [here](#).