

Community Fundraiser

Recruitment Pack 2026



Welcome

The Pepper Foundation is a local charity funding children's hospice care at home, specialised play and family days for children living with life-limiting and life-threatening conditions in Hertfordshire and Buckinghamshire.

The Community Fundraiser will be joining Pepper at an exciting time as we launch our new three-year fundraising strategy. Backed by committed investment and with full Board approval, we are delighted to be growing the charity to deliver sustainable income that directly supports local children and families with hospice care in the comfort of their own homes.

This is an exciting opportunity for an experienced relationship-builder to lead and grow community fundraising and challenge events activity, helping to raise vital income for The Pepper Foundation.

You will take ownership of a varied portfolio of community fundraising activity, building and developing relationships with volunteers, schools, clubs, local businesses and community groups, while also nurturing existing supporters and creating an excellent experience for everyone who engages with us. You will lead the day-to-day delivery of our community fundraising and challenge events activity, proactively identifying new opportunities, developing a strong pipeline of support and managing your portfolio to grow income and deepen engagement with The Pepper Foundation.

How to apply:

Please send your CV with a cover letter to sharon@pepper.org.uk explaining why you would make a great candidate for this role and how you meet the job description. Please disclose if you have used AI for any part of your job application.

Closing date: Monday 13th July 2026 at 5pm

Interview dates: First-round interviews on 22nd and 23rd July with second-round interviews on 29th July 2026.

Interviews will take place at our office in Berkhamsted. Please let us know if you have any accessibility requirements or need any adjustments for the interview.

If appointed, an enhanced DBS check will be required.



Community Fundraiser

Job description

Line Manager: Head of Fundraising

Accountable to: Board of Trustees

Hours: 30 hours per week (37.5hrs FTE) working from home

Salary: £25,600 pro-rata (£32,000 FTE)

Annual leave: 20 days pro-rata (25 days FTE plus bank holidays)

Contract type: Permanent following a 6-month probationary period

Pension: We make a 5% contribution to your pension with a minimum of 3% from the employee based on salary paid.

Benefits: Mileage allowance in line with HMRC guidelines, a laptop and mobile phone to support you in your role, reimbursement of work-related expenses, and access to an Employee Assistance Programme.

Office location: This is a home-based role, with plenty of time spent out in the community meeting supporters, visiting groups and attending events around Buckinghamshire and Hertfordshire.

Pepper has access to meeting facilities and a small operational base in Berkhamsted in Hertfordshire.

Key Responsibilities:

Financial

- Deliver or exceed agreed income targets across community and challenge event fundraising activities.
- Manage agreed budgets for community fundraising activities and challenge events, monitoring income and expenditure and ensuring activity is delivered in line with agreed targets and plans.
- Ensure activities are delivered as cost-effectively as possible, monitoring expenditure and helping to maximise return on investment.
- Develop and refine fundraising products, activities and supporter experiences that put supporters at the centre of what we do and encourage long-term engagement.
- Develop and maintain a pipeline of community fundraising opportunities, identifying prospects, converting enquiries and building repeat support from individuals, groups and local organisations.
- Help convert one-off supporters and new enquiries into repeat fundraising relationships through strong stewardship, follow-up and tailored engagement.

Community Fundraiser

Job description



Communication

- Build and develop strong long-term relationships with community groups, schools, clubs and individuals to increase awareness, support and donated income.
- Support and manage key fundraising volunteers to help deliver income and activities.
- Work with the Head of Fundraising and marketing partners to ensure community and challenge fundraising activities are promoted effectively through suitable online and offline channels.
- Confidently communicate the work of The Pepper Foundation and inspire support through a variety of channels, including informal conversations, networking, presentations, written materials, newsletters and website copy.
- Deliver a high standard of donor and supporter care to maximise fundraising potential and encourage long-term support.
- Contribute ideas and content for promotional materials within agreed budgets and timelines.
- Identify and pursue opportunities to broaden participation in community fundraising and increase supporter engagement across the region.
- Proactively identify, develop and secure new community fundraising opportunities with local schools, groups, businesses and supporters to grow income and broaden engagement.
- Ensure relevant staff and volunteers are well briefed on community fundraising activities.
- Always represent The Pepper Foundation positively and professionally.
- Communicate confidently with a wide range of supporters and stakeholders, handling queries and resolving issues in a calm and professional way.
- Work collaboratively with colleagues across the fundraising team to ensure community fundraising activity is aligned with the wider fundraising strategy and income goals.

Management

- Recruit, train, support and motivate fundraising volunteers to help deliver community fundraising activities and events.
- Manage relationships with external suppliers and partners, such as venues and event providers, to support successful delivery.

Planning and Organisation

- Develop and deliver activity, stewardship and campaign plans for community and challenge event fundraising within agreed priorities, budgets and income targets.
- Deliver high-quality fundraising events that raise awareness of The Pepper Foundation across Buckinghamshire and Hertfordshire.
- Use Donorfy, our fundraising CRM, to administer and manage fundraising activity accurately and effectively, working with the Database Volunteer as needed.
- Produce post-event evaluations and recommendations in line with agreed requirements.
- Use insight, pipeline information and performance data to review results, identify trends and recommend improvements to future activity.
- Manage the day-to-day planning and delivery of key events and campaigns, making decisions within agreed plans, budgets and fundraising procedures.





Community Fundraiser

Job description

- Take responsibility for health and safety in community fundraising activities, ensuring appropriate risk assessments are completed and relevant fundraising and safety procedures are followed.
- Respond appropriately to unexpected incidents at community fundraising events, following agreed procedures and escalating where needed.
- Take an active role in setting up and clearing down events and community fundraising activities, including periods of standing and occasional unsocial hours.
- Arrange appropriate Pepper Foundation attendance at local community events when needed.
- Manage resources effectively, including volunteer support, to maximise reach, income and engagement.

Reporting

- Produce regular reports on pipeline, activity, outcomes, income performance and learning for the Head of Fundraising, highlighting opportunities, risks and recommendations.

Additional Information

Role is accountable to: Head of Fundraising, Chief Operating Officer and Trustees.

Internal relationships: Fundraising Team, Senior Leadership Team, Trustees, marketing agency, Play Team, Volunteer Database Administrator and Volunteer Coordinator.

External relationships: Supporters, donors, companies, schools, clubs and organisations, members of the public, suppliers and colleagues at our partner hospices.

This job description does not attempt to describe all aspects of the role to be performed, but indicates the general role required of the post holder. It is open to review and as a result alterations and additions may be made.

We are committed to supporting the development of all employees, and the successful candidate will be encouraged to take part in relevant training and development opportunities, both internal and external.

We expect all staff to work positively alongside our volunteers and to demonstrate our values of collaboration, respect, dignity and professionalism at all times.

All charity staff and volunteers agree to adhere to the charity's Code of Conduct and all charity policies and procedures.

Health and safety

<ul style="list-style-type: none">• Manual handling and/or heavy lifting	Partially required for this role. Moving and lifting of equipment
<ul style="list-style-type: none">• Full, current, valid UK driving licence	Required for this role
<ul style="list-style-type: none">• Access to a vehicle which can be used for work purposes	Required for this role
<ul style="list-style-type: none">• Car insurance, including business cover	Required for this role
<ul style="list-style-type: none">• Enhanced DBS Check	Required for this role

Community Fundraiser

Person Specification



Education, training and qualifications	Essential	Desirable
<ul style="list-style-type: none"> Relevant fundraising training or qualification 		Y
<ul style="list-style-type: none"> Understanding of the Fundraising Regulator's Code of Fundraising Practice, or the ability to learn and apply sector regulation quickly 		Y
Experience		
<ul style="list-style-type: none"> Experience in fundraising, or transferable experience from events, sales, account management or other customer-facing roles, with a strong ability to build relationships with a wide range of people 	Y	
<ul style="list-style-type: none"> Experience of organising and delivering events, activities or campaigns that engage supporters, customers or the public 	Y	
<ul style="list-style-type: none"> Experience of charity fundraising events 		Y
<ul style="list-style-type: none"> Experience of identifying opportunities and helping to develop new activities or initiatives 		Y
<ul style="list-style-type: none"> Experience of working towards income, sales or participation targets as part of a team 	Y	
<ul style="list-style-type: none"> Experience of maintaining accurate records and using databases or systems effectively 		Y
<ul style="list-style-type: none"> Experience of building, developing and maintaining strong relationships with supporters, customers, clients or other stakeholders 	Y	
<ul style="list-style-type: none"> Experience of working effectively as part of a team 	Y	
<ul style="list-style-type: none"> Experience of speaking confidently to groups, supporters, customers or community audiences 		Y
<ul style="list-style-type: none"> Experience of supporting or motivating volunteers, colleagues or teams to achieve shared goals 		Y
Knowledge & Skills		
<ul style="list-style-type: none"> Knowledge of community fundraising principles, or the ability to apply relevant experience from events, sales, account management or customer engagement in a fundraising environment 		Y
<ul style="list-style-type: none"> Excellent verbal and written communication skills, with the confidence to present to groups and build rapport with a wide range of audiences 	Y	
<ul style="list-style-type: none"> Confident use of IT systems, including Word, Excel, Outlook, CRM databases and social media platforms 	Y	
<ul style="list-style-type: none"> Strong planning, organisation and delivery skills 	Y	
<ul style="list-style-type: none"> Strong supporter, customer or stakeholder care skills 		Y
<ul style="list-style-type: none"> Ability to evaluate activity and performance data, with good financial awareness 		Y
<ul style="list-style-type: none"> Sound judgement and decision-making skills 		Y
<ul style="list-style-type: none"> Ability to work accurately with excellent attention to detail 		Y

Community Fundraiser Person Specification



Personal qualities / other	Essential	Desirable
<ul style="list-style-type: none">• Able to build positive relationships with people from a wide range of backgrounds		Y
<ul style="list-style-type: none">• Self-motivated, enthusiastic and proactive	Y	
<ul style="list-style-type: none">• Able to work independently and collaboratively as part of a team	Y	
<ul style="list-style-type: none">• Strong interpersonal skills, with a warm and professional approach	Y	
<ul style="list-style-type: none">• Flexible and adaptable, with a willingness to take on a range of tasks	Y	
<ul style="list-style-type: none">• Able to prioritise effectively and manage competing demands	Y	
<ul style="list-style-type: none">• Commitment to the charity's mission, aims and values	Y	
<ul style="list-style-type: none">• Ability to maintain confidentiality	Y	

About the Pepper Foundation



The Pepper Foundation is a registered charity which funds children's hospice at home care and specialist play services throughout Buckinghamshire and Hertfordshire.

This innovative paediatric service is one of a kind in the region and offers specialist palliative care and support to children with a life-threatening or life-limiting condition.

The nurses we fund work with families to provide individualised care and support for each child in their own home on an on-call basis. This free service is available 24/7 and enables families to spend precious time together at home, rather than in a hospital setting.

But children's hospice care is not just about clinical support; a life-limiting condition can also affect a patient's siblings and wider family too. For this reason, The Pepper Foundation also funds and manages the Pepper Play Team, providing in-home play sessions that allow patients, siblings and other family members to experience the joy of play.

We also arrange a series of family events throughout the year – helping to reduce social isolation and give families the opportunity to spend time together and meet other families in similar circumstances.

Our aim is to provide an environment where families can attend events with suitable accessible facilities. This can include fun days out for the whole family, such as the zoo or a specialist leisure facility, or sessions at an accessible soft play centre. We also arrange social events for parents, such as coffee mornings. All Pepper run events are provided at no cost to the families, and if required, we can even facilitate travel for families with significant mobility challenges.

The Pepper Foundation is a small charity and ensures that all donations are being used in the best possible way to fund care and services for local families. We count on voluntary donations to fund our work and without people like you, this service would not be available to the community.





the
pepper
foundation



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