

Job Description — Fundraising & Communications Officer

£24,785 / 37.5 hours per week / Home-based, UK

A great first step into a fundraising, marketing or PR career — full training and support provided

Head and neck cancer is one of the fastest-rising cancers in the UK, now affecting around 14,000 people every year; it is the 5th most prevalent amongst men, the 7th overall and fastest growing amongst young people. Too often symptoms are missed or misunderstood, and over half of cases are diagnosed at a late stage. As a result, survival rates are compromised and treatment is more invasive, and recovery can mean a new way of eating, speaking and living. Oracle Head & Neck Cancer UK exists to change that story.

We fund groundbreaking research that changes lives and collaborate across the sector to maximise impact for patients.

We work to prevent cancers where possible, drive earlier detection, and ensure people have clear information and guidance through and after treatment, so that nobody is left to cope in silence or confusion.

As the only national charity involved with head and neck cancers, Oracle is currently moving towards a new direction. We have a unique opportunity to develop an organisation that creates maximum impact for head and neck cancer patients and their families while staying true to our origins.

About the Role

This junior, entry-level role suits a recent graduate in fundraising, marketing, communications, events or a related field, who is ambitious, curious, and ready to build a varied skill set in the charity sector. We also welcome applications from those at early-career stage with a relevant qualification or demonstrable experience.

No professional experience is needed, just enthusiasm and a willingness to get stuck into everything from donor stewardship to event days to social media.

Reporting to our Executive Director with additional mentoring from our Communications Lead, you'll gain hands-on experience across fundraising and communications, with scope to grow your responsibilities as your skills develop. You must be based full-time in the UK, working from one location.

Key Responsibilities

- Support the delivery of our individual giving, community and events fundraising strategy, with training provided on all core activities.
- Help build and maintain relationships with individual donors and community fundraisers, learning how to understand supporter motivations and deliver excellent stewardship.
- Assist in organising fundraising and stewardship events, from planning through to on-the-day delivery.
- Support community fundraisers, helping them feel valued and set up for success.
- Help produce fundraising materials and campaign content, working with the Communications Lead to develop skills in copywriting, design and storytelling.

Oracle Head & Neck Cancer UK is a registered charity in England and Wales (1142037), and in Scotland (SC052790).

Registered as a company limited by guarantee in England and Wales (7125497).

Registered address: 167-169 Great Portland Street, 5th Floor, London, W1W 5PF.

- Contribute to social media, the website and quarterly newsletters, giving a great opportunity to build communications and marketing experience alongside fundraising skills.
- Help maintain accurate records of income and gift aid declarations on our Beacon CRM, with full training given.
- Reconciliation of fundraised income.
- Provide general administrative support to the wider team and get involved in relevant organisational projects as opportunities arise.
- Learn and apply the standards required to ensure all fundraising is undertaken legally and ethically, in line with the Fundraising Regulator's guidelines.

What We Offer

- A structured induction and ongoing training plan tailored to your development goals.
- Regular one-to-one support and mentoring from experienced fundraising and communications colleagues.
- The chance to build a broad, CV-worthy skill set spanning fundraising, marketing, PR and events.
- A supportive, flexible, home-based working environment within a small charity where your ideas and contributions genuinely matter.
- The opportunity to grow with the organisation as we move into an exciting new chapter.
- Generous annual leave allowance.

Person Specification

The successful candidate will have:

Essential Criteria	Desirable Criteria
A genuine interest in fundraising, charity communications, or the third sector: no prior professional experience required	Some experience of volunteering, events, campus societies, student media, or a part-time/vacation job involving customer contact
OR, having a relevant qualification, or demonstrable experience, and keen to build a career in fundraising, marketing or communications	Exposure to social media management, content creation and basic design tools (e.g. Canva)
Strong written and verbal communication skills, with good attention to detail	An interest in health, charity or third-sector causes
Experience of homeworking, or confidence that you can be self-motivated in a home-based role	An interest in learning about marketing, PR or media relations alongside fundraising
Comfortable using everyday IT tools (email, spreadsheets, video calls) and confident learning new systems	

Well organised, able to juggle a few tasks at once and meet deadlines	
A positive, can-do attitude and willingness to get stuck into a wide variety of tasks in a small, friendly team	
Openness to using AI tools to work more efficiently	
Enthusiasm for our cause and a wish to make a genuine difference for people affected by head and neck cancer	

Additional Information

- Occasional UK travel may be required to support fundraising events and a clean driving licence and access to a vehicle is essential (expenses paid).
- Occasional evening or weekend work may be required (time off in lieu given).
- This is a home-based role; a suitable home working space and a reliable internet connection are required.

To Apply

- Send your CV and a covering letter telling us what you've done to date, why this role is of interest to you and what you feel you could bring to it. Each document no longer than two sides of A4. Send your application to: recruitment@oraclehnc.org.uk

Next Steps

- Closing date for applications: **Monday 31 August 2026**
- First interviews will take place on Teams: Thursday 3 September 2026
- Second interviews will take place on Teams: Thursday 10 September 2026