HOSPICE AT HOME
WEST CUMBRIA
Enhancing life, excelling in care

Fundraising Assistant

Hours: 37.5
Salary: £25,314
Location: Workington Head Office

The Fundraising Assistant will play a key role in ensuring our supporters receive an excellent experience through timely acknowledgements, accurate record-keeping and meaningful communications that build lasting relationships with Hospice at Home West Cumbria.

This is a fantastic opportunity for someone looking to develop their career in fundraising or the charity sector, gaining experience across a wide range of fundraising activities while making a meaningful contribution to supporting local patients and their families.

Working as part of our Fundraising Team, you will support events, supporter communications, administration and donor stewardship activities. You will help build positive relationships with individuals, businesses and community groups, supporting a variety of fundraising campaigns and initiatives that generate vital income for the charity.

We are looking for someone who:

- Has experience in customer-facing, fundraising or administrative roles.
- Is a confident communicator who can build relationships and inspire support.
- Is organised, self-motivated and able to manage multiple priorities.
- Has strong written communication skills and excellent attention to detail.

You will be a highly organised, creative and adaptable individual with a collaborative approach to work. Your approachable nature and ability to connect with people will enable you to motivate, engage and inspire supporters, ensuring they feel valued and continue to support Hospice at Home West Cumbria.

Hospice at Home West Cumbria is an established and highly respected local charity, delivering excellent palliative and end of life services in the heart of the community. We offer flexible working, pension, wellbeing package for staff, generous holiday entitlement, and personal development and support.

If you want to work for one of West Cumbria's leading charities, you could be exactly what we are looking for.

Please refer to job description for full details of role and responsibilities.

For an informal discussion please email us at hr@hhwc.org.uk, and leave a contact telephone number for us to call you back. A Standard DBS is required for this role

For an application form and application pack please go to our website at
www.hospiceathomewestcumbria.org.uk **or** hr@hhwc.org.uk

Closing date: Wednesday 18th November at 10.00am
Interviews will be held on: Friday 27th November 2026

Registered charity number 1086837