



for people affected by
breast cancer



Job Description

Job Title	Events and Fundraising Support Executive
Location	Little Lifts HQ, Bowthorpe Hall, Norwich NR5 9AA
Working Week	5 days per week (35 hours), but 4 days per week (28 hours) will be considered (please state in application)
Salary	£25,000 (pro rata at 4 days)
Annual Leave	25 days plus bank holidays (pro rata at 4 days)
Pension	NEST
Contract Length	Permanent
Reporting to	Events and Community Fundraising Manager

Introduction

We're looking for an enthusiastic, creative, and proactive individual to join our fundraising team. This is a new and exciting role within the organisation. Although we are a small organisation, we have big ambitions and a strong reputation for providing high-quality support to people affected by breast cancer.

Working closely with the Events and Community Fundraising Manager, the Events and Fundraising Support Executive will play a crucial role in assisting the team with all aspects of expanding Little Lifts, with a particular emphasis on supporting events, fundraising volunteers, and helping the wider team to deliver effective fundraising and awareness campaigns. This is an exciting time for the charity as we aim to increase our income and profile to realise our vision, supporting many more people affected by breast cancer. To succeed in this role, you must be proactive, collaborative, creative, and hands-on in your approach. Your contribution will significantly help provide practical and emotional support to those affected by breast cancer.

What is Little Lifts?

In the UK, 55,000 women and 400 men are diagnosed with breast cancer every year. Our mission is to support everyone who faces surgery, chemotherapy and radiotherapy treatment for breast cancer by giving them a Little Lifts Box at the start of, or during, their treatment.

We support people undergoing surgery, chemotherapy and radiotherapy treatment for primary or secondary breast cancer by giving them a Little Lifts Box:



- In the East of England, our ten NHS hospital partnerships ensure that every eligible person is reached.
- Elsewhere in the UK, people can apply to our 'Little Kindness Fund' to access our support (our response to the pandemic).

We understand that every person's experience of breast cancer treatment is different. That's why Little Lifts Boxes are full of items carefully selected to provide practical support and mood-boosting goodies to promote emotional well-being, but it isn't just what's inside the Box that provides support. Recipients tell us that the sense of solidarity and kindness they experience is equally valuable.

We are an ambitious charity. Since our launch in November 2017, we have provided over 32,000 Little Lifts Boxes to people affected by breast cancer.

Our values

Our values underpin everything we do, and we seek staff who embody these values.

- Compassion: because we care for people
- Respect: every person's experience of breast cancer is different
- Integrity: to achieve excellence with care and thought in all that we do
- Open: continuously evaluating and improving
- Generosity: guiding us in all we do

The Role

Little Lifts is seeking a proactive and well-organised Events and Fundraising Support Executive to join our small but dedicated team. This role will help plan and deliver successful events for our small charity, with additional responsibility for providing support across other fundraising activities when events are not underway.

Event support

We offer a diverse events calendar throughout the year. This role will provide vital support to:

- Coordinating impactful fundraising events.
- Supporting and nurturing relationships with partners and suppliers.
- Working closely with fundraising and event volunteers.

Fundraising support

In addition, this role will provide support to other fundraising activities throughout the year, including:

- Donor stewardship support – for example, sending thank you letters or emails to supporters, volunteers and fundraisers.
- Data entry and database management using our CRM system (E-Tapestry).
- Marketing and comms support – for example, contributing to social media content and email newsletters related to fundraising.
- Administrative support for grant applications and reports.

Core Responsibilities of the role:

- To support the Fundraising Team in developing, planning, and delivering a calendar of fundraising initiatives (e.g., fundraising events, community events, digital campaigns, local partnerships).
- To carry out administrative duties within the fundraising team to support all activities.
- Support the stewardship of individual donors, community groups, volunteers, and local businesses.
- Collaborate with the team to develop engaging fundraising materials and social media content to enhance the supporter experience.
- Maintain precise donor records, process donations, and ensure compliance with GDPR.
- Supporting the recruitment and training of our fundraising and event volunteers.
- Provide administrative support to compile fundraising reports and grant applications.
- Collaborate with volunteers and ambassadors to expand fundraising reach and visibility.
- Assist in developing innovative fundraising ideas to engage new audiences and enhance involvement.
- Assisting with corporate events, cheque presentations, and volunteer engagement activities.
- Managing campaign administration and utilising our CRM system (E-Tap) to monitor and report on activities.
- Adopt a confidential, sensitive, and discreet approach to personal, sensitive, and organisational information.
- Positively represent the organisation and uphold our values.
- Help promote a positive team culture by motivating and inspiring others to perform their best, valuing their work, and encouraging them to learn and reflect.
- Adhere to our policies and procedures.
- These tasks are not exhaustive and may include additional responsibilities as necessary.
- Some evening and weekend work will be required (TOIL is offered for extra hours worked).

<i>Personal specification</i>	Essential	Desirable
Knowledge/Training	<ul style="list-style-type: none"> - Strong numerical and literacy skills required. - Competency in Microsoft Office (Word, Excel, Outlook) and databases. 	<ul style="list-style-type: none"> - Marketing qualification. - Attended fundraising courses.
Experience	<ul style="list-style-type: none"> - Experience in an administrative role. - Experience in a customer-facing role. - Experience engaging with stakeholders across various professional settings. 	<ul style="list-style-type: none"> - Experience in fundraising. - Experience in organising events. - Experience of working with volunteers. - Experience working with CRM databases. - Experience in meeting targets.
Skills & Abilities	<ul style="list-style-type: none"> - Ability to work in a proactive and results-driven manner. - Strong organisational skills; adept at planning and 	<ul style="list-style-type: none"> - Creative and lateral thinking. - Negotiation and influencing skills.



for people affected by
breast cancer

	<p>managing one's workload while supporting others to achieve objectives.</p> <ul style="list-style-type: none">- Demonstrable administrative and prioritisation skills, coupled with managing a diverse workload in a fast-paced environment.- Meticulous attention to detail.- Excellent interpersonal skills, with the ability to quickly establish and maintain positive working relationships with colleagues, volunteers, and all stakeholders.- Proficient in working collaboratively with colleagues and volunteers, and independently.	<ul style="list-style-type: none">- Confident in/experience of public speaking/delivering presentations.
Personal Attributes	<ul style="list-style-type: none">- Enthusiastic about promoting the work of Little Lifts and maintaining our outstanding reputation.- Proactive, self-motivated, and eager to take ownership of tasks.- Reliable and precise timekeeping.- A commitment to support a small, growing charity and the capacity to collaborate and share ideas.- Ability to uphold GDPR standards concerning sensitive and personal data related to beneficiaries, supporters and the organisation.	
Other Requirements	<ul style="list-style-type: none">- A current, full, and valid driving licence and your own car are essential.- Flexible approach to working hours.	



Why work for Little Lifts?

By joining the Little Lifts team, we will provide you with the following:

- Opportunity to support people affected by breast cancer through your role.
- Full induction and training into the charity and the tasks involved.
- Develop skills in fundraising and event organisation.
- Develop skills in other areas of fundraising, such as donor stewardship and grant income.
- Develop skills in managing volunteers, some of whom are beneficiaries themselves.
- Become a skilled user of our CRM database (E-Tapestry).
- An opportunity to get behind the scenes of a small but mighty charity.
- Be a part of a supportive and flexible working environment.
- A chance to have a lot of fun and new experiences!

If you're organised, motivated, and excited by the idea of using both your organisational and creative strengths to make a real difference, we'd love to hear from you.

Please note:

For an informal chat about the role, please contact Shopie (Events and Community Fundraising Manager) shopie@littllelifts.org.uk 07985 160 684.

Little Lifts reserves the right to close this vacancy early should we receive a sufficient number of applications.

How to apply:

Email Hello@littllelifts.org.uk with your CV and a covering letter (no longer than two sides of A4) demonstrating why you are perfect for this role. Please provide two references in your cover letter to support your application.

*Please note Shopie is on annual leave from 4th to 18th August and will be unavailable for a call. During this period, our Founder, Oa, will be available for a call on 01603 740361 (Mon-Thurs only).

A helpful tip: We require evidence of how you meet our essential criteria.

Application Closing Date: 11.59 pm 18th August 2025

Interview Dates: Tuesday 2nd and Wednesday 3rd September 2025

At the interview, we will need to see [proof of your eligibility to work in the UK](#).

Our Equal Opportunities Policy can be viewed [here](#).

The information you provide will be stored and used in accordance with our [privacy policy](#). We will only pass your information on to third parties with your consent or where we are required to by law.