



Community & Events Officer

Job Pack – August 2025





We're getting to grips with guts. Will you join us?

Thank you for your interest in joining our team at Guts UK.

Guts UK Charity is committed to a world where **digestive conditions are better understood, better treated and everyone who lives with one gets the support they need**. Too many people are suffering or dying in silence or alone. They don't know where to turn for information or support, diagnosis takes too long for many, and treatment can often come too late.

We are the only UK charity funding research into the digestive system from top to tail, covering the gut, liver and pancreas. We raise vital awareness of digestive conditions, fund life-saving research, and provide patients and loved ones with expert information and support – we are informed by evidence and expertise, our community, and the patient voice.

Our Board of Trustees recently approved a new five-year strategy, and we have big ambitions for the future. We are seeking a **Community & Events Officer** who shares our passion for helping the UK get to grips with guts; someone whose skills, expertise, and dedication to our cause can help us reach and support even more people.

This is a very exciting time to be joining Guts UK. We look forward to hearing from you.

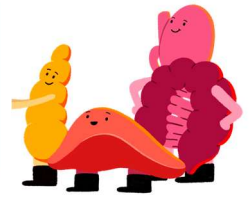


Suzanne Hudson, Chief Executive

Who are Guts UK Charity?

Guts UK is the charity for the digestive system

People are suffering. People are dying.
All because of a lack of knowledge about our guts.



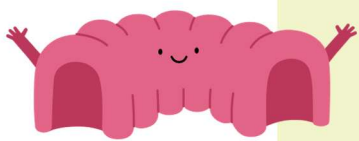
Guts UK is the only charity that covers the digestive system from top to tail, including the gut, the liver and the pancreas. We work actively and collaboratively with other charities across the UK. However, with our own limited resources, we choose to focus particularly on the conditions that have no other specific charity or voice - conditions that are underserved, such as pancreatitis, diverticular disease, irritable bowel syndrome (IBS), childhood gut and liver disease, and digestive cancers.

Our vision is a world where digestive conditions are better understood, better treated and everyone who lives with one gets the support they need.

Our mission is to improve the lives of the millions of people affected by digestive conditions.

We deliver this through **three objectives**:

Providing expert information: when armed with the right information, patients can take control of their health and make informed decisions. We provide evidence-based information and guidance to patients, carers and health care professionals.



Raising public awareness: Research shows that 58% of people are embarrassed to talk about their digestive conditions or symptoms. We run campaigns and events to spread awareness and education to empower people to speak up and seek help.

Funding and driving research: We fund awards, grants, prizes and fellowships into the entire digestive system. We involve our patient panel in all our research decisions and in our work on policy, pathways and treatments, and we run Priority Setting Partnerships to ensure research is focused in the areas that will drive the most difference.



Being part of our team



Pay and progression

- We benchmark our salaries and review annually
- We are committed to training and development for all team members and have a budget to support external training and conferences dependent on need.
- We have a performance management process which includes development planning designed to support our employees.

Location and flexible working

- We have offices in London and Huddersfield which are easily accessible by road or public transport. We support hybrid working but attendance in one of the offices is required and minimum requirements will vary depending on the nature of the role. If you are interested in the role and have queries about office-base requirements, please contact us to discuss.
- Home working is fully supported, and necessary adjustments can be made as needed.
- As a small national charity, it is important for us to get together in person as a team. Travel and overnight stays are required for team and other days, with expenses and travel costs met by the charity.
- As a small team, we share the responsibility of representing Guts UK at events and conferences. Again, travel and expenses will be met for authorised work activities.

Benefits and wellbeing

- We offer 27 days annual leave each year (calculated pro-rata for part-time employees), with an additional three days off at Christmas and two at Easter.
- Our Employee Assistance Programme provides mental health support, remote GP access, physio and personal training, legal and financial support alongside savings, discounts, and wellbeing training and courses. These free services are available to you and subject to eligibility criteria, family members.
- Income protection and a Group Personal Pension plan (3% employer contribution).
- We pride ourselves on the health and wellbeing support for our team, a few of whom live with health conditions and have agreed reasonable adjustments to support them in their roles.

Community & Events Officer – Overview

Hours:	Full-time, 37.5 hours per week
Salary:	£29,000 - £32,000 + £2,000 London weighting Exact salary will be dependent on experience levels
Location:	London (NW1). Hybrid working but a minimum of 1 day per week in the office is required.
Reports to:	Senior Fundraising Manager

Overview

As our Community and Events Officer, you will primarily focus on the expansion and development of our community and events programme.

Supported by the Senior Fundraising Manager, you will develop and shape this area of fundraising, including creating new products and stewardship plans, resulting in the engagement, development and retention of supporters.

This is a new and exciting role due to the growth and success of our community and events portfolio. This is a great time to join Guts UK as we look to build on this success with a supportive and collaborative team.

Who we are looking for?

You will be innovative, focused and self-sufficient, with a solutions focused mindset.

You will be joining a small fundraising team and so a self-starting and team focused attitude will be key. You will be a great team player who enjoys collaborating with fundraising and other charity colleagues.

A committed and inspiring ambassador for Guts UK, you will be proud to promote and represent our cause and our programme of events.

Job summary

Key Responsibilities

- Attract and acquire new fundraisers with a focus on runs, challenges and community fundraising, cross selling products within our portfolio, as appropriate
- Proactively engage community groups resulting in community partnerships and

engagement

- Research and develop new fundraising products in line with our community and events acquisition strategy
- Identify challenge events to tactically promote to Guts UK's supporters
- Manage the processing of places, offering purchased Charity places and maximizing own place acquisition
- Develop tailored resources and opportunities for specific groups including, for example, universities and faith groups
- Continually refine the supporter experience, maximizing engagement throughout their fundraising journey
- Develop and cultivate relationships with sponsored event participants and community fundraisers to maximise income and encourage repeat participation
- To proactively support community fundraisers, providing them with the resources required
- Maintain the stock of resources and materials for our community and events programme
- Develop and maintain an excellent working knowledge of Raisers' Edge including consistent recording, running queries, and making data selections
- Lead on the supporter care of our in-memory supporters and maximise the use of the Much Loved portal
- Work collaboratively with the communications team to identify opportunities and supply case studies to inspire and recruit new supporters
- Work closely with fundraising colleagues to ensure all fundraising activities are fully supported
- Attend and represent Guts UK at fundraising events including but not limited to paid events, cheque presentations and community events
- Network with other charity event and community fundraisers and attend relevant forums and seminars to ensure you have up to date knowledge of the community and events market and use this to inform planning and strategic decisions
- Report on community and events KPIs and Metrics
- Report regularly to the Senior Fundraising Manager

Wider charity responsibilities

- Work closely with colleagues across the charity for the benefit of our supporters and service users
- Ensure compliance with charity policies and procedures
- Demonstrate behaviours in line with the charity values and maintain the reputation and standing of the charity
- Anything else as requested by Chief Executive or line manager

Person specification:

Knowledge and experience (essential unless stated otherwise)

- Proven track record of planning and delivering community fundraising products and events, providing a good return on investment
- Skilled at building excellent relationships with a wide range of supporters via all communication channels, anticipating supporter needs at all times.
- Strong working knowledge of CRM databases (preferably Raisers Edge)
- High level of competence with Microsoft packages, including Outlook, Excel, and Word.
- Knowledge of fundraising regulations and best practices.
- Experience of working within a small team environment (desirable not essential)

Skills and attributes

Essential:

- Ability to work under pressure, managing multiple priorities
- Independently managing projects and delivering to deadlines
- Personable with a high level of emotional intelligence, honed listening skills and comfortable talking to people of all backgrounds

Desirable:

- Knowledge and experience in the health charity sector
- Commitment to the values and strategic aims of Guts UK
- Knowledge and awareness of the needs of people affected by digestive health conditions
- Commitment to professional development

Notes

- Equity, diversity and inclusion (EDI) is integral to all we do, not only for all in our Guts community, but also for our staff and volunteers. The team at Guts UK reflects and understands the experience of and the communities we serve.
- Guts UK is an equal opportunity employer. We welcome applications from people with disabilities and from minority groups.
- If you have a disability which means you are unable to meet some of the job requirements, specifically, because of your disability, please address this in your application. If you meet all the other criteria, you will be shortlisted, and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.
- You must be eligible to work in the UK at the time of application. If you are invited to interview, you will be asked to bring the original documentation that proves your right to work in the UK.
- The purpose of this job description is to focus attention on the most important aspects of the jobholder's role. It is not intended to be a complete list of the duties; therefore, it is to be expected that the day-to-day performance of the job will include tasks not listed

above. The list of duties for which the jobholder is responsible may reasonably be varied or added to at the discretion of the charity.

How to apply

Hopefully you are inspired to apply for this role and will join us in helping the UK to get to grips with guts. If there is anything else you want to know about the role or our charity that hasn't been covered, please email Dani Freedland, our Senior Fundraising Manager at dfreedland@gutscharity.org.uk.

- The closing date for applications for this role is **Tuesday 19th August** but we will shortlist applicants on a rolling basis.
- All applications should be submitted online through **CharityJob**. We request a CV and a cover letter explaining your skills, experiences and what you will bring to the role. will not be accepted without a covering letter.
- If you anticipate having problems using CharityJob, please contact us at info@gutscharity.org.uk or on 0207 486 0341. Please be aware that applications will not be accepted through alternative means without prior discussion.

Interviews will be scheduled **before the end of August 2025**. Interviews will be held in-person in our London office.

If you have a disability or health condition and wish to request reasonable adjustments at any stage of the recruitment process, please contact info@gutscharity.org.uk.