



Job Title	Logistics Coordinator (Fundraising Events)
Reporting to	Events and Digital Fundraising Manager
Line Manager to	Not applicable
Salary	£25,468 per annum
Contract	Permanent and Full time
Based at	Canterbury Head Office with travel across east Kent.
Closing Date for your Application	19 <sup>th</sup> January 2026 Please use the Pilgrims Supporting Statement document
Interview Date/s	Interviews taking place shortly after the closing date.
Contact for Questions	About the process: <a href="mailto:hr@pilgrimshospices.org">hr@pilgrimshospices.org</a> About the role: <a href="mailto:fundraising@pilgrimshospices.org">fundraising@pilgrimshospices.org</a>
Website	<a href="http://www.pilgrimshospices.org.uk">www.pilgrimshospices.org.uk</a>



## What you'll be a part of:

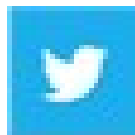
At Pilgrims, we believe in creating a space of hope, dignity, and support, not only for people with life-limiting illnesses but for their families as well. Our locations in Canterbury, Ashford, and Thanet provide a wide range of services, from inpatient care to hospice at home and community programs—all focused on helping patients live well, no matter their diagnosis.

*"I've never worked somewhere that is quite so lovely"*

Far from being places of sadness, our hospices are places of life—where people can find joy in moments, no matter how small, surrounded by family, friends, and compassionate care teams. We don't just treat symptoms; we offer emotional, spiritual, and social support to ensure both patients and their families are uplifted. Whether it's through sharing laughter, enjoying a favourite activity, or simply making cherished memories, we aim to bring happiness to every day.

Being part of the Pilgrims team means that your role contributes to something much greater - helping create an environment where families find strength, comfort, and even happiness during difficult times. Whether you're working behind the scenes or on the front lines, every contribution plays a crucial part in enabling us to provide free, compassionate care to over 2,500 people each year.

**You can read more about working at Pilgrims on our website and our social media. If you are reading this digitally, you can click the links below.**



## The Role in One Paragraph

Pilgrims Hospices is looking for a Logistics Coordinator (Fundraising Events) who will help to support the delivery and operation of Pilgrims' extensive fundraising events portfolio, its digital innovations and creative fundraising products, with a specialist focus on logistics and operations.

The postholder will have a flair for planning, logistics and operations with a keen eye for detail, processes and spreadsheets to help enhance income generation through mass participation events fundraising. Route mapping and an interest in digital systems would be advantageous, or a keen willingness to learn these skills.

Our aim is to ensure that all fundraising activities are developed to the highest standards and that fundraising events, including virtual, digital and physical activities, are well-planned, unique, creative and challenging. Most importantly, we are looking for somebody with the right mindset. An individual full of personality, a team player, who is highly organised and with a can-do attitude.

### **Working Arrangements**

This is a full-time role (35 hrs per week). The role is based at Pilgrims Hospices' Head Office in Canterbury. Flexibility will be required regarding working days during peak periods, and this does include weekend and some evening work, for which time off in lieu will be given.

Due to the nature of this role, there are a number of essential requirements. Please read the job description in full and advertisement in full.

## The Organisation

Pilgrims Hospices provide care and support for patients with life-limiting illness and their families.

As well as caring for their clinical needs, we support our patients to feel comfortable and happy, whether by spending time in our beautiful gardens, having pamper days, playing a board game with their loved ones, eating their favourite meal or whatever is special to them.

To find out more about the other teams and get an idea about the size of the organisation and exactly where this role sits, please see the Organisational Chart included at the end of this job pack

If you are reading this online, you can click the thumbnail below to watch a short video about Pilgrims



*‘At the hospice, there is a clear philosophy that when you’ve finished work, you’ve finished work- you’re not expected to take work home with you. I’m so much happier’*

## Our Vision

*“Of a community where people with a terminal illness and their family and friends are supported and empowered to live well in mind and body until the very last moment of their life”.*

We recognise that our workforce is integral to the delivery of [our Vision](#) and our charitable aims. Pilgrims Hospices continues to create a highly skilled, motivated, engaged and healthy workforce by providing an environment where staff and volunteers feel highly motivated to perform their roles to a consistently high standard, and actively role model our charitable behaviours and values.

To achieve [our Vision](#), we have a shared set of values and behaviours that enable us to be the people and the charity that patients and their loved ones need us to be. They form [our CODE](#), which guides us in our daily working and decision making:

**Compassionate** We treat everyone with compassion and care

**Open** We communicate openly, honestly and effectively

**Dynamic** We are dynamic, improving and developing our service

**Empowered** We empower people to achieve their outcomes



*'I've met some wonderful and kind people here; it is a lovely place to work and I have witnessed how much thought and respect is given to staff and volunteers alike with the 'Thank You' events and the 'Personal Best' programme to name a few'*





## Terms and Conditions

Role title	Logistics Coordinator (Fundraising Events)
Contract	Permanent and Full time
Salary	£25,468 per annum
Probation Period	6 months
Annual Leave	26 days + public holidays
Based	Canterbury Head Office with travel across east Kent.
Pension	<p>We operate a defined contribution group pension scheme and make and employers contribution equivalent of 6% of gross pay into this scheme alongside an employee contribution equivalent of a 2% from your pay.</p> <p>Or, if you are a member of the NHS Pension Scheme and have contributed in the 12 months prior to commencement of employment, you are eligible to continue contributing to the NHS Pension Scheme. You will receive an employer's contribution of 20.6% of gross pay, alongside your employee contribution (rate dependant on hours and salary level)</p>
Parental Leave	<p>Pregnant employees who have worked for Pilgrims Hospices at least 12 months at the 15th week before the expected week of childbirth, will be entitled to: 8 wks' full pay, 18 wks of ½ pay plus SMP and 13 wks at Statutory Maternity Pay.</p> <p>*The initial 8 weeks of Enhanced Maternity Pay is inclusive of SMP</p>
Notice period after probation	1 month

# Organisational Chart

