

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Experience	Demonstrable experience working as a Fundraiser including at least two of the following areas: corporate, major donors, trusts, grants and legacies.	Experience of working in an equivalent/similar position, within a charitable environment.
	Experience of creating, implementing and executing strategic plans.	Experience of working with people who have Autism or a learning disability, or an understanding of the needs of people who have Autism or a learning disability.
	Experience of working within the charity and/or education sector.	Experience of working with a Board of Trustees.
	Experience of staff management.	Experience of monitoring, evaluation and producing reports.
	Experience of planning & delivering events and activities.	Experience of carrying event risk assessments.
	Experience of developing and managing budgets.	Understanding of communication and marketing.
	Experience of successfully managing a varied workload.	
	Experience of working to deadlines.	
	Experience of administration.	
	Excellent problem solving skills.	
	Experience of developing new and compelling cases for support to solicit income.	

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Skills and Personal Attributes	Good verbal communication and written skills.	
	Honest, reliable and punctual.	
	Strong partnership working skills and the ability to develop and maintain effective working relationships.	
	Good organisational skills.	
	Ability to cope under pressure.	

	Exhibit role model behaviour at all times.	
	A team player who is just as capable of working independently.	
	Demonstrate a commitment to BeyondAutism and is an advocate of the great work that we do.	

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Qualifications and Knowledge	Demonstrate an understanding of the role and the work that BeyondAutism does.	Evidence of a Fundraising and /or Communications/Marketing qualification.
	Willingness to undertake induction and mandatory training as required.	Demonstrate an understanding of Autism and learning disabilities.
	An understanding of equal opportunities, individuality and promoting independence.	
	An understanding of Health and Safety and what needs to be considered when managing events and activities.	
	Proficient in Microsoft Office suites including Word, Excel, Outlook and PowerPoint.	

	ESSENTIAL	DESIRABLE
Other	A willingness to work flexibly including the occasional evening and weekend to meet the needs of the Organisation.	
	A willingness to undergo a DBS check in order to work for BeyondAutism.	