

## PERSON SPECIFICATION

**JOB TITLE:** Community Fundraising and Events Officer

**DATE:** October 2022

**RESPONSIBLE TO:** Director of Fundraising & Development

|                       | Essential  | Desirable   |
|-----------------------|--|---|
| <b>Qualifications</b> | <p>Good level of educational attainment.</p> <p>5 GCSEs or equivalent. Passes in Maths and English at grade C or above.</p>  | A Levels or FE qualification  |
| <b>Experience</b>     | <p>A minimum of one year's successful experience of community fundraising within the voluntary sector.</p> <p>Experience of generating community fundraised income, working towards and achieving income/expenditure targets.</p> <p>Experience of identifying and securing community partnerships and local fundraising opportunities. Experience of researching local companies and trusts.</p> <p>Ability to plan and deliver offline and online activities and events.</p> | <p>Familiar working to targets and budget setting.</p> <p>Knowledge of the charity sector.</p> <p>Sound understanding of the application of charity legislation to fundraising activity</p> |
| <b>Skills</b>         | <p>Excellent communication skills, both verbal and written, sufficient to develop effective relationships with supporters and from a range of backgrounds.</p>   | <p>Positive, enthusiastic and flexible attitude</p>   |

|                                     |  |   |
|-------------------------------------|--|---|
| <p>Skills (continued.)</p>          | <p>Good organisational skills with the ability to effectively manage a diverse and changing workload, meeting deadlines to required standards.</p> <p>Negotiation and influencing skills sufficient to manage and direct the activities of supporters. Ability to deliver effective presentations to groups of people from differing backgrounds.</p> <p>Strong time management, organisation and IT skills, including Microsoft Office.</p> | <p>Project management skills</p>            |
| <p>Abilities</p>                    | <p>Ability to develop and maintain effective record keeping systems, both paper based and digital. Accuracy and attention to detail.</p> <p>Ability to work effectively as part of a team, offering and receiving support as required.</p> <p>Able to work to deadlines and plan accordingly.</p> <p>Research skills, with the ability to retrieve information and construct compelling stories from a variety of data.</p>                  | <p>Knowledge social media and platforms</p> |
| <p>Essential personal qualities</p> | <p>Team player or working on own with equal enthusiasm.</p> <p>Able to take initiative. Creative.</p> <p>Inspires confidence and trust with an open and honest approach.</p> <p>Tenacious and resilient. Flexible, adaptable and able to relate well to different types of people.</p> <p>A commitment to safeguarding and promoting the welfare of children and young people.</p>   | <p>Tact and diplomacy.</p>                  |