

## PERSON SPECIFICATION

**JOB TITLE:** Senior Trusts and Foundations 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>	<p>A Levels or FE qualification</p> <p>Degree or equivalent</p>
<b>Experience</b>	<p>Demonstrable experience of working in trusts fundraising role, or relevant experience/ transferable skills.</p> <p>Proven track record of effective administrative work</p> <p>Experience of building effective relationships with internal and external stakeholders.</p> <p>Experience of writing compelling and concise communications and conducting desk-based research</p>	<p>Working with a team to spot opportunities, collaborate and share ideas</p> <p>Experience of working with in-house database system</p> <p>Experience of working towards financial targets and deadlines</p>
<b>Skills</b>	<p>Good organisational skills with the ability to effectively manage a diverse and changing workload, meeting deadlines to required standards.</p> <p>Strong time management, organisation and IT skills, including Microsoft Office.</p>	<p>Project management skills</p> <p>Power Point, Excel and knowledge of databases</p>

	Essential	Desirable
	<p>Analytical and methodical with the ability to produce accurate work to a high professional standard</p> <p>Self-motivated with the ability to plan, prioritise and meet deadlines</p>	<p>Understanding of charity / fundraising legislation</p>
Abilities	<p>Ability to develop and maintain effective record keeping systems, both paper based and digital. Accuracy and attention to detail.</p> <p>Ability to use initiative – energetic and pro-active who can work in a self-directed environment; flexible team player.</p> <p>Self-motivated with the ability to plan, prioritise and meet deadlines.</p> <p>Research skills, with the ability to retrieve information and construct compelling stories from a variety of data.</p>	
Essential personal qualities	<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>