

PERSON SPECIFICATION

JOB TITLE: Head of Fundraising

DATE: June 2023

RESPONSIBLE TO: Director of Fundraising & Development

	Essential	Desirable
Qualifications	<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>
Experience & Knowledge	<p>Strong belief in and enthusiasm for BeyondAutism’s aims and mission.</p> <p>A commitment to safeguarding and promoting the welfare of children and young people.</p> <p>Evidence of having led successful fundraising and income generation as Head of Department.</p> <p>Background in developing and securing significant Corporate Partnerships and overseeing Individual Giving Campaigns.</p> <p>Confidence in creating and implementing fundraising strategy.</p> <p>Experience in growing existing and establishing new income streams.</p> <p>Track record of building and managing productive relationships and alliances with internal and external stakeholders.</p>	<p>Experience of working with Trustee Board</p> <p>Experience of matter of charity Governance</p>

	Essential	Desirable
	<p>An adept budget planner with substantial experience of building substantial voluntary income budgets, and regular forecasting.</p> <p>Leadership and line management experience - leading individuals at middle management level to achieve their potential as individuals and as a team to create change and new ways to working.</p> <p>An excellent networker and engaged in all matters fundraising and committed to the highest and most sustainable standards in fundraising practice. Experience of writing compelling and concise communications and conducting desk-based research</p>	
Skills	<p>Good organisational skills with the ability to effectively manage a diverse and changing workload, meeting deadlines to required standards.</p> <p>Strong people management skills with the ability to train and develop staff.</p> <p>Able to build networks and rapport quickly.</p> <p>Highly effective presentational skills, with the ability to build positive and high-value relationships across a range of sectors, individuals and organisations.</p> <p>Highly effective written and verbal communication skills, with the ability to persuade, influence and negotiate effectively.</p> <p>Analytical and methodical with the ability to produce accurate work to a high professional standard.</p> <p>High level of financial literacy, able to think and plan strategically for an organisation's resources.</p> <p>Familiar with CRM systems and maximising them to deliver benefits for both staff and colleagues.</p>	<p>Project management skills.</p> <p>Strong presentation skills at a broad audience.</p> <p>Strong understanding of charity / fundraising legislation.</p>

	Essential	Desirable
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>	<p>Experience of collaborating with external organisations including Universities.</p>
Essential personal qualities	<p>Team player or working on own with equal enthusiasm.</p> <p>Prepared to work in line with our values.</p> <p>Inspires confidence and trust with an open and honest approach.</p> <p>A talent for expressing complex ideas in simple and effective language, both written and orally.</p> <p>Tenacious and resilient. Flexible, adaptable and able to relate well to different types of people.</p> <p>Motivated by working in a target driven environment and as part of a team.</p> <p>A commitment to safeguarding and promoting the welfare of children and young people.</p>	<p>Tact and diplomacy.</p>
Requirements of the role	<p>Right to work in the UK.</p> <p>This post is subject to a police check of previous criminal convictions with the Disclosure and Barring Service (DBS).</p>	

