**Job Description**

**Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential/ Desirable** | **Application** | **Interview/**  **Presentation/**  **Test** |
| **Knowledge & Experience** |  |  |  |
| Successful income generation with demonstrable outputs | Desirable |  |  |
| Experience of fundraising and working with supporters to effectively manage events or equivalent transferable experience | Essential |  |  |
| Managing a varied workload and working to tight deadlines | Essential |  |  |
| Managing projects from start to finish | Desirable |  |  |
| Managing relationships with a variety of organisations, business and other stakeholders | Desirable |  |  |
|  |  |  |  |
| **Skills** |  |  |  |
| Excellent verbal and written  communications skills, with the ability to  communicate with a wide range of supporters | Essential |  |  |
| Ability to prioritise a variety of tasks and  adopt a flexible approach to workload | Essential |  |  |
| Creative but with a logical and methodical approach to planning | Essential |  |  |
| Good administration and IT skills including MS Office, MS PowerPoint and a range of databases | Essential |  |  |
| Full clean driving license and access to a car insured for work purposes | Desirable |  |  |
| Ability to develop case studies and relay stories to communicate the challenges of young people to the wider community | Desirable |  |  |
| Experience of using Salesforce or a similar CRM | Desirable |  |  |
| **Qualifications** |  |  |  |
| Educated to degree level or equivalent | Desirable |  |  |
| Qualification from a relevant industry body (e.g. CioF, CIM) | Desirable |  |  |
| Understanding of the role of the Charities Commission and Fundraising Regulator and how they affect fundraising | Desirable |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential/ Desirable** | **Application** | **Interview/**  **Presentation/**  **Test** |
| **Attributes** |  |  |  |
| Ethical approach to fundraising and supporter engagement | Essential |  |  |
| Commitment to promoting the emotional wellbeing of children and young people | Essential |  |  |
| Professional, approachable and friendly  disposition | Essential |  |  |
| Creative with a strong work ethic | Essential |  |  |
| Willingness to pitch in and work as part of a wider team | Essential |  |  |
| High level of attention to detail | Desirable |  |  |
| Committed to own continuous  professional development and improving  own knowledge and skills | Desirable |  |  |