**Job Description**

**Person Specification**

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|  | **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 writtencommunications skills, with the ability tocommunicate with a wide range of supporters | Essential |  |  |
| Ability to prioritise a variety of tasks andadopt 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 |  |  |

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|  | **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 friendlydisposition | 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 continuousprofessional development and improvingown knowledge and skills | Desirable |  |  |