

PERSON SPECIFICATION
Fundraising Officer

Requirements	Essential	Desirable	How Demonstrated
Education and Training	<ul style="list-style-type: none"> • Experience in fundraising or other similar environment • Evidence of commitment to continuing professional development 	<ul style="list-style-type: none"> • Experience in working for or with a charity 	<ul style="list-style-type: none"> ▪ Application ▪ CV
Experience	<ul style="list-style-type: none"> • An understanding and demonstrable experience of individual giving or community fundraising, and the importance of donor experiences. • Experience of working with a range of stakeholders both internally and externally • To work with autonomy and manage your own schedule. The role is supported by the Head Of Fundraising, but will regularly work independently. 		<ul style="list-style-type: none"> ▪ Application ▪ Interview
Knowledge and Understanding	<ul style="list-style-type: none"> • Ability to plan, prioritise and manage projects to tight deadlines • Ability to research, collect and analyse data. • Understanding of confidentiality, GDPR, tax effective giving and relevant charity law and fundraising practices 	<ul style="list-style-type: none"> • Experience of online and virtual donor engagement • Strong networking skills 	<ul style="list-style-type: none"> ▪ Application ▪ Interview
Skills/Abilities	<ul style="list-style-type: none"> • Demonstrable ability to inspire, motivate and influence others to take action. • Innovative and creative, able to identify new opportunities and act on them • Communication with internal and external stakeholders, 	<ul style="list-style-type: none"> • Able to deal with issues as they occur and communicate relevant information to team members. 	<ul style="list-style-type: none"> ▪ Interview

	<p>with strong relationship building skills</p> <ul style="list-style-type: none"> • Excellent organisation skills • Excellent digital skills, including MS Office, social media and CRM systems • Excellent numeracy and financial skills 		
Attitude and Approach	<ul style="list-style-type: none"> • Flexible to the needs of the service - in the office, across the city and at times, further afield. • Welcoming personality. • Self-motivated. • Ability to influence and take actions/decisions relevant to role • Be passionate about the charity's aims and objectives 		<ul style="list-style-type: none"> ▪ Interview
Other Relevant Factors	<ul style="list-style-type: none"> • Commitment to Continuing personal development • Enhanced DBS Disclosure required if successfully appointed. • A clean driving licence, access to a car for work purposes and willingness to drive work vehicle as required for attending events. 		<ul style="list-style-type: none"> ▪ Application form ▪ Interview