

Person Specification

Post: Trust and Grants Manager		Grade: 5	Department: Income Generation	
Criteria relevant to the job	Essential Requirements necessary for safe and effective performance in the job.	Method of Assessment	Desirable Where available, elements that contribute to improved/immediate performance in the job.	Method of Assessment
Qualifications and Training	Educated to degree level in a business related subject or equivalent experience. Demonstrable experience in income generation, business management or development.	Application form	Post graduate certificate in management or fundraising.	Application form

<p>Experience</p>	<p>Demonstrable track record in fundraising with experience of securing funds.</p> <p>Experience of bid writing.</p> <p>Experience of prospecting funders.</p> <p>Proven experience generating income and meeting targets.</p> <p>Experience of developing and working to financial budgets.</p> <p>Experience using Microsoft Office,</p> <p>Experience working with volunteers.</p> <p>Experience developing and working to operational plans.</p> <p>Experience in analysing information to producing reports and make recommendations to inform decision making.</p> <p>Supervision or management experience.</p>	<p>Application form / interview</p>	<p>Demonstrable track record in trusts and grants fundraising with experience of developing and securing bids and managing associated administrative processes.</p> <p>Utilisation of CRM databases.</p> <p>Effective financial management, control and prioritisation of budgets.</p> <p>Experience working for a Hospice</p> <p>Experience using Microsoft Excel to produce spreadsheets.</p>	<p>Application form / interview</p>
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<p>Skills and Knowledge</p>	<p>Outstanding writing skills.</p> <p>Exceptional attention to detail.</p> <p>Excellent verbal communication skills.</p> <p>Proven relationship building skills.</p> <p>Ability to work well under pressure, meet deadlines, and achieve solutions.</p> <p>Well developed numerical skills and an ability to develop and work with complex budgets.</p> <p>Ability to absorb large quantities of diverse information and identify the salient points with accuracy and speed.</p> <p>Report writing and presentation skills.</p> <p>Competent in use of ICT, including MS Office.</p> <p>Excellent organisational skills</p> <p>Able to work using own initiative.</p> <p>Negotiating and influencing skills</p>	<p>Application form / interview</p>	<p>Charity and hospice sector.</p> <p>Knowledge of the Code of Fundraising Practice and GDPR.</p> <p>Ability to combine effective administration and organisational controls with a creative approach to increasing income.</p> <p>Ability to instigate and deliver ideas to achieve set goals.</p> <p>Collaboration skills.</p>	<p>Application form / interview</p>
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<p>Personal Attributes</p>	<p>Able to evidence behaviour consistent with the Hospice values of professionalism, choice, integrity, respect, compassion and reputation</p> <p>Ability to simplify complexity</p> <p>Ability to influence.</p> <p>Strong organisational skills; able to work on multiple tasks and prioritise competing deadlines.</p> <p>Results driven.</p> <p>Able to work across functional and stakeholder groups</p> <p>Ability to work autonomously as well as part of a wider team</p> <p>Able to handle information confidentially and act with discretion at all times.</p> <p>Solution-focussed.</p> <p>Resilient and able to work under pressure.</p>	<p>Interview</p>		
<p>Special Requirements</p>	<p>There is a requirement to occasionally work outside of normal office hours.</p> <p>Ability for independent travel</p>	<p>Application form</p>		

Signature of post holder:

Date:

Signature of Manager:

Date: