



St Cuthbert's Hospice

Making every day count since 1988

Person Specification

Post Title: Community Fundraiser		Grade: 4	Department: Development	
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	English and Maths GCSE grade A-C Educated to degree level or with relevant experience.	Application form	Basic knowledge of fundraising as an academic discipline. Fundraising Qualification	
Experience	A good understanding of the principles of customer (supporter) care and the measures that are used to achieve high levels of customer satisfaction. Understanding of standard event organising and project management techniques and their application. Understanding of the principles of marketing and PR Experience of working with databases.	Application form / Interview	Experience in the voluntary sector. Experience within a fundraising role. Demonstrable experience of achieving income targets. Experience of supervising volunteers and developing a network of fundraising supporters. Experience of public speaking	

Skills and Knowledge	<p>Excellent administrative, organisational and written skills.</p> <p>IT Skills in MS office.</p> <p>Excellent organisational skills with the ability to prioritise workload and to meet deadlines</p> <p>Attention to detail and accuracy.</p>	Interview/ Assessment		
Personal Attributes	<p>Excellent communication and team working abilities.</p> <p>Ability to build good internal and external relationships, both with staff, supporters and volunteers.</p> <p>Ability to work under time constraints</p>	Interview		
Special Requirements	<p>Willingness to work outside agreed hours when required</p> <p>Willingness to train and learn new skills.</p> <p>A drivers licence and ability for independent travel</p>	Interview		

Signature of Post holder:

Date:

Signature of Manager:

Date: