Person Specification

St Cuthbert's Hospice

Post Title: Events and Community Fundraiser		Grade: 3	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 Previous experience equivalent to NVQ level 3	Application form	Basic knowledge of fundraising as an academic discipline. Certificate in Events Management. 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. Experience of working with databases. Previous experience of working in an office environment. Experience of working towards and achieving set targets. Assisted in the organisation of events.	Application form / Interview	Experience in the voluntary sector. Experience within a fundraising role. Experience of supervising volunteers and developing a network of fundraising supporters. Experience of public speaking	

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

Signature of Post holder:……………………………………………………… Date:…………………………………

Signature of Manager: …………………………………………………… Date:…………………………………