

PERSON SPECIFICATION

JOB TITLE: Community Fundraising Officer

DATE: July 2021

RESPONSIBLE TO: Senior Fundraising Officer

	Essential	Desirable
Qualifications	<p>Good level of educational attainment.</p> <p>5 GCSEs or equivalent. Passes in Maths and English at grade C or above.</p>	<p>A Levels or FE qualification</p>
Experience	<p>A minimum of three year’s successful experience of community fundraising within the voluntary sector.</p> <p>Demonstrable experience of generating community fundraised income in a professional capacity.</p> <p>Significant recent experience of developing successful community partners.</p> <p>Experience of researching local companies and trusts.</p> <p>Excellent verbal and written communication skills</p> <p>Excellent organisational/project management skills.</p>	<p>Experience of managing budgets.</p> <p>Knowledge of the charity sector.</p> <p>Sound understanding of the application of charity legislation to fundraising activity</p>

	Essential	Desirable
	<p>Ability to plan and deliver activities and events.</p> <p>Experience of business planning and budgeting.</p> <p>A willingness to learn new fundraising techniques.</p> <p>Demonstrable experience of identifying, successfully acquiring and developing new fundraising opportunities.</p> <p>Demonstrable experience of working towards and achieving income/expenditure targets.</p>	
Skills	<p>Ability to develop and effectively implement annual work plans, monitoring performance so as to achieve agreed income/expenditure targets.</p> <p>Excellent communication skills, both verbal and written, sufficient to develop effective relationships with supporters and from a range of backgrounds.</p> <p>Negotiation and influencing skills sufficient to manage and direct the activities of supporters.</p> <p>Ability to establish and maintain effective working relationships with colleagues at all levels and from all parts of the organisation.</p> <p>Ability to deliver effective presentations to groups of people from differing backgrounds</p>	

	Essential	Desirable
	<p>Numeracy skills sufficient to develop effective budgets for events and other fundraising activities and to monitor progress against income/expenditure targets.</p> <p>Digital fundraising</p> <p>Strong organisational skills with the ability to effectively manage a diverse and changing workload, meeting deadlines to required standards.</p> <p>Strong time management and organisation skills, including Microsoft Office skills (including Word and Excel).</p> <p>Accuracy and attention to detail.</p> <p>Positive, enthusiastic and flexible attitude</p>	
Abilities	<p>Ability to develop and maintain effective record keeping systems, both paper based and digital.</p> <p>Ability to work effectively as part of a team, offering and receiving support as required.</p> <p>Able to work to deadlines and plan accordingly.</p> <p>Ability to hit the ground running and absorb complex information quickly.</p> <p>Able to quickly develop excellent working relationships with a range of people.</p>	<p>Knowledge and experience in using ThankQ or similar database</p> <p>A proven track record in digital fundraising / social media</p>

	Essential	Desirable
	<p>Strong research skills, with the ability to retrieve information and construct compelling stories from statistical data.</p> <p>Familiar working to targets and budget setting.</p> <p>Ability to maintain confidentiality.</p>	
<p>Essential personal qualities</p>	<p>Team player or working on own with equal enthusiasm.</p> <p>Able to take initiative.</p> <p>Inspires confidence and trust. Open and honest approach.</p> <p>Creative.</p> <p>Tact and diplomacy.</p> <p>Tenacity.</p> <p>Enthusiastic and proactive.</p> <p>Resilience.</p> <p>Flexible, adaptable and able to relate well to different types of people.</p> <p>A commitment to safeguarding and promoting the welfare of children and young people.</p>	