

PERSON SPECIFICATION

JOB TITLE: *Trusts and Foundations Community Fundraiser*

CRITERIA

- Experience:**
- 1 Experience in a community engagement role with evidence of engaging groups and individuals to take action
 - 2 Experience of achieving financial targets and keeping financial records, producing budgets and reports
 - 3 Ability to build excellent relationships with key external audiences and/or stakeholders
 - 4 Working in a fundraising environment
 - 5 Working in a charity environment
 - 6 Understanding of fundraising regulations and data protection

- Skills and Abilities:**
- 7 Interpersonal and relationship building skills
 - 8 Strong organisational skills
 - 9 Customer service skills
 - 10 Verbal communication skills
 - 11 Written communication skills
 - 12 IT literate with knowledge of Microsoft office suite and virtual meeting platforms.
 - 13 Ability to motivate and inspire colleagues, volunteers and supporters
 - 14 Problem solving
 - 15 Time management and prioritisation skills
 - Comfortable handling multiple projects and deadlines
 - 16 Willingness to be flexible and ability to work on own initiative, under supervision and as part of a team

- Knowledge:**
- 17 Issues and needs affecting those in End of Life care
 - 18 Knowledge of services available to End of Life patients, carers/family
 - 19 Local North Northamptonshire communities and geography

- Education & Training:**
- 20 Education to GCSE (min level C), or equivalent.

Other Full Driving Licence and access to own transport