

Person Specification

Job Title: Community & Events Fundraiser **Division:** SWFT Charity

Job Requirements		Weighting	
QUALIFICATIONS/TRAINING <ul style="list-style-type: none"> Level of education Professional qualifications Vocational Training Post basic qualifications Training and learning programmes/courses 	<ul style="list-style-type: none"> Educated to degree level or equivalent in experience in relevant discipline Certificate in Fundraising from Institute of Fundraising or working towards it. 	D D	
EXPERIENCE <ul style="list-style-type: none"> Length and type of experience Level at which experience gained 	<ul style="list-style-type: none"> Minimum of 2 years' experience in either fundraising or sales Experience of working in a fundraising team. Experience of developing and implementing community fundraising activities. Demonstrable experience of planning and managing events. Experience of working with community groups and using persuasive, negotiating skills to generate support for the charity. Experience of producing fundraising materials Experience of fundraising CRM systems to manage supporter data & relationships. Experience of preparing regular reports to internal and external stakeholders. Experience and good awareness of marketing tools including social media. Excellent organisational skills, with experience of completing and managing tasks on time and to a high standard 	E E E E D E E E E E	

SKILLS/KNOWLEDGE <ul style="list-style-type: none"> Range and level of skills Depth and extent of knowledge 	<ul style="list-style-type: none"> Knowledge of the region & of local fundraising opportunities. Comfortable level of IT Skills (full Microsoft Office, Excel, Power point, Outlook, Internet) 	E E	
PERSONAL QUALITIES <ul style="list-style-type: none"> Sometimes called attributes 	<ul style="list-style-type: none"> Excellent communication and writing skills, able to communicate confidently with supporters and a range of internal and external stakeholders Ability to self-organise, prioritise and meet deadlines and financial targets. Ability to analyse problems and develop solutions Ability to inspire and motivate supporters and volunteers. Ability to write case studies and articles to support fundraising opportunities. Ability to work collaboratively with colleagues as well as autonomously. Demonstrate enthusiasm for your role with a positive attitude. Demonstrate commitment to continuous professional development. Able to handle personal and confidential information, in accordance with GDPR and South Warwickshire Hospitals Charity's data protection and safeguarding policies. 	E E E E E E E E	
OTHER JOB REQUIREMENTS <ul style="list-style-type: none"> Physical attributes Specific job circumstances such as unsocial hours Special requirements such as car driver 	<ul style="list-style-type: none"> Willingness to travel to events and training. Flexible to work unsocial hours including evenings and weekends. Ability to carry equipment for events and conferences, setting up stands and dressing rooms for functions. 	E E E	

* Notes on Completion	
JOB REQUIREMENTS The job requirements are in effect the person specification, in that they specify the person who could do the job competently.	WEIGHTING Please indicate for each criteria whether it is Essential or Desirable .