

PERSON SPECIFICATION

Corporate & Trusts Fundraiser

REQUIREMENT	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
QUALIFICATIONS/ TRAINING	<ul style="list-style-type: none"> Degree or equivalent experience Full UK Driving Licence and availability of vehicle insured for business use 	<ul style="list-style-type: none"> Member of Institute of Fundraising Fundraising qualification 	<ul style="list-style-type: none"> <i>Application Form</i> <i>Driving Licence and Insurance Documents (at interview)</i>
EXPERIENCE	<ul style="list-style-type: none"> Experience of fundraising or working with companies Experience of making corporate and/or charitable trust applications Excellent networker Charity or corporate event planning and hosting experience Experience of motivating and supporting employees Experience in a customer facing role, preferably within the charity sector Experience of using and maintaining a fundraising database 	<ul style="list-style-type: none"> Experience of working in a target driven or sales environment Experience of dealing with the media 	<ul style="list-style-type: none"> <i>Application Form</i> <i>Interview</i> <i>Presentation</i>
KNOWLEDGE	<ul style="list-style-type: none"> High level of understanding of corporate fundraising methods and charity law Firm understanding of current business issues Good working knowledge of Microsoft Office and able to link usage to a fundraising database GDPR compliant 	<ul style="list-style-type: none"> Awareness of current issues within the charity sector and the NHS Working in line with fundraising regulations and best practice Knowledge of local businesses 	<ul style="list-style-type: none"> <i>Application Form</i> <i>Interview</i>
SKILLS/ ABILITIES	<ul style="list-style-type: none"> Excellent organisational skills Excellent interpersonal and communication skills Ability to develop and give persuasive presentations to business groups and 		<ul style="list-style-type: none"> <i>Application Form</i> <i>Interview</i> <i>Presentation</i>

	<p>employees</p> <ul style="list-style-type: none"> • Outstanding networking skills • Self motivated and able to independently as well as part of a team • Strong event management and marketing skills • Ability to work with a broad range of businesses and people of all ages and backgrounds • Sound decision making skills • Able to demonstrate good persuasive and influencing skills 		
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Motivated and driven by UHCW Charity's cause • Able to work using own initiative • Able to collaborate with others • Innovative and creative • Able to engender enthusiasm in others • Able to work as a team or alone • Flexible to plan and readjust work in response to changing circumstances • Able to recognise and resolve complex issues, referring on to the Head of the Charity where appropriate 		<ul style="list-style-type: none"> • <i>Application Form</i> • <i>Interview</i>
EFFORT/ ENVIRONMENT	<ul style="list-style-type: none"> • Willing to work evenings and weekends • Able to manoeuvre fundraising materials/equipment on a regular basis • Willing and able to travel across the Coventry and Warwickshire region for meetings and events • Able to handle difficult, sensitive or emotionally distressing situations, particularly when working with families of patients of the hospital or donors who have suffered a recent bereavement 		<ul style="list-style-type: none"> • <i>Application Form</i> • <i>Interview</i>