



Person Specification – Community and Events Fundraiser

REQUIREMENT	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
QUALIFICATIONS/ TRAINING	<ul style="list-style-type: none"> • Full UK Driving Licence and availability of vehicle insured for business use 	<ul style="list-style-type: none"> • Degree or equivalent experience 	<ul style="list-style-type: none"> • <i>Application Letter</i> • <i>Driving Licence and Insurance Documents (at interview)</i>
EXPERIENCE	<ul style="list-style-type: none"> • Experience in a customer facing role, preferably within the charity sector • Experience of using and maintaining a database 	<ul style="list-style-type: none"> • Experience of fundraising with community groups and individuals, in person and online • Event planning and hosting, including online • Broad based experience of organising fundraising activities such as events and collections • Experience of working in a target driven environment • Experience of dealing with the media 	<ul style="list-style-type: none"> • <i>Application Letter</i> • <i>Interview</i> • <i>Presentation</i>
KNOWLEDGE	<ul style="list-style-type: none"> • 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 area 	<ul style="list-style-type: none"> • <i>Application Letter</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 presentations to community groups including schools and speak confidently in public • Self motivated and able to work independently as well as part of a team 		<ul style="list-style-type: none"> • <i>Application Letter</i> • <i>Interview</i> • <i>Presentation</i>



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	<ul style="list-style-type: none"> • Ability to work with a broad range of organisations and people of all ages and backgrounds • Sound decision making skills • Able to demonstrate good persuasion 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 Charity Director where appropriate 		<ul style="list-style-type: none"> • <i>Application Letter</i> • <i>Interview</i>
EFFORT/ ENVIRONMENT	<ul style="list-style-type: none"> • Willing to work evening 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 Letter</i> • <i>Interview</i>