

Person Specification: Community Fundraising Officer

Verbal Response	Written Response	Written Evidence	Reference	Essential	Desirable
				√	

Experience
At least one years experience working as a Community Fundraiser

				√	
				√	

Qualifications
High standard of General Education
Willingness to undertake further training

					√
				√	
				√	
					√
				√	
				√	

Knowledge
Disability issues
Fundraising - Volunteering or paid
Excel spreadsheets
Microsoft Publisher
CRM Database
Twitter/Facebook

				√	
				√	
				√	
				√	
				√	
				√	

Skills
Excellent communication and writing skills
Ability to relate well and work with others
Good understanding of social media
Ability to organise/plan activities
Ability to work with figures
Information technology

				√	
				√	

Beliefs
Equality
Rights

				√	
				√	

Appearance
Smart Casual
Good Hygiene

				√	
				√	
				√	
				√	
				√	
				√	
				√	
				√	

Aptitude / Disposition
Attention to detail
Friendly
Approachable
Receptive to communication needs
Professional
Calm approach
Demonstrable promotion of equality
Demonstrable non condescending approach

				√	
					√

Other Attributes
No criminal record
Driver / clean driving licence

Disabled Applicants who meet the minimum criteria will be offered an interview in every circumstance

This document is subject to review



