

## SOUTH CENTRAL AMBULANCE SERVICE NHS FOUNDATION TRUST

### Person Specification – Community Fundraising Officer – South Central Ambulance Charity

Specification	Criteria	Method of Assessment
Qualifications and Training	<p><b><u>Essential</u></b></p> <ul style="list-style-type: none"> <li>• Degree or equivalent work experience</li> <li>• Experienced based knowledge of charities and fundraising</li> <li>• advanced level word/excel/PowerPoint etc</li> <li>• Presentation and public speaking experience and skills</li> </ul> <p><b><u>Desirable</u></b></p> <ul style="list-style-type: none"> <li>• fundraising/charity work experience</li> <li>• Institute of Fundraising Certificate</li> </ul>	<p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p>

<p>Knowledge and Experience</p>	<p><b><u>Essential</u></b></p> <ul style="list-style-type: none"> <li>• Relationship management or customer experience skills</li> <li>• Experience of working with a CRM database</li> <li>• Event Planning knowledge and experience</li> <li>• Demonstrable ability to raise annual income from a range of community fundraising initiatives and income streams</li> <li>• Community fundraising experience within a Charity environment</li> <li>• Experience of creating and implementing a fundraising plan to achieve your target annual income</li> </ul> <p><b><u>Desirable</u></b></p> <ul style="list-style-type: none"> <li>• Experience of creating newsletters, press releases and news articles</li> <li>• Experience of working with volunteers</li> <li>• Knowledge and understanding of amending and developing a website</li> <li>• Previous use of Harlequin CRM database</li> <li>• Knowledge and experience of working with community groups and organisations</li> </ul>	<p>A &amp; I</p> <p>A &amp; I</p> <p>A &amp; I</p> <p>A &amp; I</p> <p>A &amp; I</p> <p>A &amp; I</p> <p>A &amp; I</p> <p>A &amp; I</p> <p>A &amp; I</p> <p>A &amp; I</p> <p>A &amp; I</p>
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Skills and Aptitudes	<p><b><u>Essential</u></b></p> <ul style="list-style-type: none"> <li>• Excellent time management skills and the ability to manage multiple ongoing tasks</li> <li>• A confident phone manner and able and willing to engage on the telephone and face to face with supporters</li> <li>• Demonstrable ability to prioritise</li> <li>• Ability to proactively engage with volunteers and to develop good relationships with volunteers and the general public</li> <li>• Excellent written and verbal communication skills</li> <li>• Able to demonstrate the ability to work on own initiative</li> <li>• Excellent planning skills</li> </ul> <p><b><u>Desirable</u></b></p> <ul style="list-style-type: none"> <li>• Experience of reporting financial performance against target</li> <li>• Copywriting experience</li> </ul>	<p>A &amp; I</p> <p>A &amp; I</p> <p>A &amp; I</p> <p>A &amp; I</p> <p>A &amp; I</p> <p>A &amp; I</p> <p>A &amp; I</p> <p>A &amp; I</p> <p>A &amp; I</p> <p>A &amp; I</p>
Physical Requirements	<p><b><u>Essential</u></b></p> <ul style="list-style-type: none"> <li>• A full valid UK driving licence and willingness to travel across the SCAS region to attend events</li> <li>• Willingness to work from home and from the Thame office</li> <li>• Willingness to work longer days/hours during the event season, particular at weekends for which time off in lieu will be given.</li> </ul> <p><b><u>Desirable</u></b></p>	<p>A &amp; I</p> <p>A &amp; I</p> <p>A &amp; I</p>

Special Requirements	<u>Essential</u>  <u>Desirable</u>	
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ASSESSMENT METHOD:

**A** = APPLICATION FORM

**P** = PRESENTATION

**I** = INTERVIEW

**T** = TEST

**All candidates will be subject to OH (occupational health) clearance and DBS (Disclosure & Barring Service) and professional registration checks where applicable and any other requirements for employment in the NHS in line with national guidance.**