



PERSON SPECIFICATION

UHCW Charity Fundraising Manager

REQUIREMENT	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
QUALIFICATIONS/ TRAINING	<ul style="list-style-type: none"> Degree or relevant equivalent experience Full UK Driving Licence and availability of vehicle insured for business use 	<ul style="list-style-type: none"> Member of Chartered Institute of Fundraising Fundraising qualification 	<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"> 2years' minimum experience of fundraising with businesses, community groups and individuals, in person and online Experience of managing people Event planning and managing/hosting, including online Excellent networker Broad experience of organising fundraising activities such as corporate events and community collections Experience of motivating and supporting staff and volunteers Experience of using and maintaining a fundraising database 	<ul style="list-style-type: none"> Experience of working in a target driven environment Experience of dealing with the media Experience of developing Fundraising Strategies 	<ul style="list-style-type: none"> <i>Application Letter</i> <i>Interview</i> <i>Presentation</i>
KNOWLEDGE	<ul style="list-style-type: none"> High level of knowledge of fundraising methods and charity law Understanding of employment regulations Understanding of business issues Good working knowledge of Microsoft Office and able to link usage to a fundraising database Knowledge of fundraising regulations and current fundraising best practice GDPR compliant 	<ul style="list-style-type: none"> Awareness of current issues within the charity sector and the NHS Knowledge of local area and businesses/donors 	<ul style="list-style-type: none"> <i>Application Letter</i> <i>Interview</i>
SKILLS/ ABILITIES	<ul style="list-style-type: none"> Event fundraising skills Excellent event management and organisational skills Excellent interpersonal, communication and social media skills Ability to develop and give presentations to various groups including businesses and schools and to speak confidently in public 		<ul style="list-style-type: none"> <i>Application Letter</i> <i>Interview</i> <i>Presentation</i>

	<ul style="list-style-type: none"> • Self-motivated and able to work independently as well as managing a team • Strong event management and marketing skills • Ability to work with a broad range of organisations and people of all ages and backgrounds • Outstanding networking skills • 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 and manage others • Innovative and creative • Able to engender enthusiasm in others • 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>