

Post: Relationship and Events Manager

Directorate: Charity - Fundraising

Criteria	Essential	Desirable	Method of Assessment
Qualifications and Training	<ul style="list-style-type: none"> • 5 GCSE's above grade C • Computer literate to intermediate level with strong abilities in Microsoft Office 	<ul style="list-style-type: none"> • A levels or equivalent • Educated to degree level (or equivalent experience) 	<ul style="list-style-type: none"> • Application form • Interview • Certificates
Experience and Knowledge	<ul style="list-style-type: none"> • Experience of providing excellent customer care • The ability to write in plain, jargon-free English • Familiarity with a range of events and community and corporate fundraising ideas • Experience of using a database 	<ul style="list-style-type: none"> • Formal or informal fundraising experience • Experience of delivering presentations • Experience of working to targets • Experience of managing multiple successful relationships • Experience of using Raiser's Edge database 	<ul style="list-style-type: none"> • Application form • Interview • Certificates
Skills and Ability	<ul style="list-style-type: none"> • Full driving licence and use of a car • Comfortable speaking in front of groups and at different levels • Ability to enthuse and motivate • A team player with the ability to work flexibly and independently, to fundraising targets • Sensitive to the interests of supporters at all times 	<ul style="list-style-type: none"> • Ability to deliver engaging presentations to a range of different audiences • Fundraising knowledge appropriate to the role • Knowledge of design programmed such as Canva 	<ul style="list-style-type: none"> • Application form • Interview

	<ul style="list-style-type: none"> • Excellent written and oral communication skills • Excellent organisation and time management skills. • Ability to work to deadlines • Ability to interact with a wide variety of people in different circumstances, to achieve positive financial outcomes and to establish long-term relationships and partnerships • Creative thinker who is quick to respond to opportunities 	<ul style="list-style-type: none"> • Experience of dealing with bereaved families, friends and carers 	
Personal Qualities	<ul style="list-style-type: none"> • Calm under pressure • Friendly, helpful and supportive to staff and donors • Polite • Team worker • Conscientious • Confident • Dedicated • Belief in the work of the Charity within the NHS • Flexibility and a willingness to work evenings and weekends as required • Ability to maintain confidentiality 	<ul style="list-style-type: none"> • Desire to develop a career in fundraising 	