

Criteria	Essential	Desirable	Method of Assessment
Qualifications and Training	<ul style="list-style-type: none"> • 5 GCSEs above grade C or equivalent • Computer literate to intermediate level with strong abilities in Microsoft Word and Excel 	<ul style="list-style-type: none"> • 3 A levels or NVQ 	<ul style="list-style-type: none"> • Application form • Interview • Certificates
Experience and Knowledge	<ul style="list-style-type: none"> • Experience of providing excellent customer/donor care and working with third parties (external suppliers, fundraisers, donors) • Familiarity with a range of events, products and fundraising ideas • Formal or informal fundraising experience • Experience of using a database • Experience of working to targets 	<ul style="list-style-type: none"> • Experience of using Raiser's Edge database • Experience of working in a charity environment • Knowledge of the Data Protection Act 2018 • Working knowledge of Gift Aid • Knowledge and understanding of the charity sector and NHS • Experience of supporting fundraising and profile-raising events 	<ul style="list-style-type: none"> • Application form • Interview
Skills and Ability	<ul style="list-style-type: none"> • Ability to enthuse, engage and motivate • Sensitive to the interests of supporters at all times • Excellent written and oral communication skills, with attention to detail and confident manner • Ability to analyse and interpret data using Excel • Excellent organisation and time management skills. • Ability to work to deadlines and prioritise tasks 	<ul style="list-style-type: none"> • Fundraising knowledge appropriate to the role • Experience of dealing with bereaved families, friends and carers • Full driving licence and access to a car • Ability to provide fundraising support to individuals • Knowledge of how to use social media to engage fundraisers and donors and 	<ul style="list-style-type: none"> • Application form • Interview

	<ul style="list-style-type: none"> • Ability to interact with a wide variety of people in different circumstances, to achieve positive financial outcomes • Creative thinker who is quick to respond to opportunities • Interest in people; able to develop relationships with a wide range of individuals and to convey to them the value of their support for the Charity. • Experience of reporting on targets and KPIs • Ability to work independently as well as part of a close-knit team 	<p>promote a charity</p> <ul style="list-style-type: none"> • Experience of writing stewardship materials such as thank you letters and newsletters • Experience with organising in-person or virtual events 	
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Articulate • Dynamic, enthusiastic and well-motivated and open to change and new ideas. • Calm under pressure • Friendly, understanding, helpful and supportive to staff and donors • Team worker • Conscientious • Confident, particularly when dealing with people • Belief in the work of NHS charities • Flexibility and a willingness to work evenings and weekends as required • Ability to maintain confidentiality • Comfortable working in a number of different settings 	<ul style="list-style-type: none"> • Demonstrates commitment to the values, principles of Nottingham Hospitals Charity 	<ul style="list-style-type: none"> • Application Form • Interview