

## PERSON SPECIFICATION

|    | <b>Essential Criteria</b>   | <b>Desirable Criteria</b>  | <b>Where tested</b>                           |
|----|---|--|---|
| 1  | Considerable experience working in a fundraising role within a charity  | Experience in management of fundraising CRM  | Cover letter and CV<br>Interview              |
| 2  | Demonstrable experience of generating community fundraised income in a professional capacity  | Event planning and management  | Cover letter and CV<br>Interview              |
| 3  | Experience of corporate partnerships in the voluntary sector or any other form of partnership working in a professional environment           | Comprehensive knowledge of GDPR, Marketing and Fundraising regulations                                 | Cover letter and CV<br>Interview              |
| 4  |   | Experience of writing successful funding grant applications and bids                                   | Cover letter and CV<br>Interview              |
| 5  | Experience of managing website and social media channels including creating content, calendars and schedules                                  | Ability to learn and master new software quickly and independently.                                    | Cover letter and CV<br>Interview              |
| 6  | Strong management skills and ability to prioritise a demanding workload   | Experience of working with and supporting volunteers   | Cover letter and CV<br>Interview              |
| 7  | Excellent interpersonal skills  |  | Cover letter and CV<br>Interview/Test         |
| 8  | Excellent oral and written communication skills   |  | Cover letter and CV<br>Interview              |
| 9  | Strong empathy with the aims and objectives of The Welcome Centre and a commitment to meeting the needs of vulnerable individuals and groups. | Knowledge of food poverty and previous experience of working or volunteering in the charitable sector. | Cover letter and CV<br><br>Interview/<br>Test |
| 11 | Commitment to the principles of safeguarding vulnerable adults  | Experience of applying the principles of safeguarding vulnerable adults.                               | Cover letter and CV<br>Interview              |