



Person Specification – Partnerships and Communications Executive

Assessment

Qualifications	E/D	1	2	3	Comments
Degree Standard education or equivalent	E				
CPD-related qualification in Fundraising/Business Development.	D				



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Experience	E/D	1	2	3	Comments
Significant, proven experience in income generation and stakeholder management.	E				
Ability to think strategically and act dynamically within a fundraising and business development environment.	E				
Demonstrable experience in working with funders and commercial stakeholders.	E				



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Experience	E/D	1	2	3	Comments
Demonstrable success in stewarding and nurturing stakeholder/donor and funder relationships.	E				
Experience of delivering to SMART KPI and fundraising targets.	E				
Proven ability to develop and lead successful promotional campaigns on a low budget.	E				
Demonstrable experience of engaging with service users in a supportive and sensitive manner.	E				
Experience working in a senior role or a leadership role in a charity or social enterprise	D				



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Skills and Competencies	E/D	1	2	3	Comments
Excellent communication skills / verbally and in writing, with both internal and external audiences	E				
Ability to understand vision and strategy and translate this in a digestible and thought provoking way for external audiences.	E				
Excellent ability to write reports & proposals and deliver engaging presentations	E				
Strong organisational skills	E				



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Skills and Competencies (cont)	E/D	1	2	3	Comments
An asset-based thinker with quality motivational skills	E				
Excellent problem-solving skills	E				
Excellent time management skills - Proven ability to organise self and prioritise to meet deadlines.	E				
Ability to develop and maintain excellent working relationships both internally and externally.	E				



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Skills and Competencies (cont)	E/D	1	2	3	Comments
Financially competent	E				
Ability to travel between sites and to meetings as per the needs of the role, in a timely and efficient manner.	E				
Able to perform all duties and tasks with reasonable adjustments in accordance with provisions of Equality Act 2010	E				
Community Language	D				



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Knowledge	E/D	Assessment			Comments
		1	2	3	
Demonstrable knowledge of fundraising codes of practice	E				
Sound knowledge of practically applying fundraising rules and regulations to strategic action plans.	E				
Understanding of voluntary and community sector and key challenges	E				



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Knowledge (cont.)	E/D	Assessment			Comments
		1	2	3	
Working knowledge of IT systems including Microsoft applications (Outlook, Windows)	E				
Understanding of safeguarding - including local policies and procedures	D				



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Attitude and Personality	E/D	1	2	3	Comments
Warm and Empathic	E				
Calm and focused under pressure	E				
Professional and Approachable	E				
Strong commitment to continual quality improvement and ethical practices.	E				
Strong commitment to engaging and involving Residents.	E				



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Attitude and Personality (cont.)	E/D	Assessment			Comments
		1	2	3	
A genuine commitment and drive to support a Mental Health and Supported Housing Charity.	E				
Awareness of / appreciation of confidentiality	E				
Understanding of and commitment to Equality, Diversity and Inclusion.	E				



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Key:	Overall Summary
<p>E = Essential – skills, qualities, experience considered essential for the role</p> <p>D = Desirable – skills, qualities considered desirable for the role</p> <p>Assessment:</p> <ol style="list-style-type: none"> 1. meets criteria well 2. meets criteria adequately 3. does not meet criteria <hr style="border: 0.5px solid black;"/> <p>Successful/Unsuccessful/Reserve</p> <p>Completed by: (sign) Date</p>	