



Person Specification

Fundraising and Partnerships Officer

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Description	Desirable	Essential
KNOWLEDGE AND EXPERIENCE:		
Proven track record of delivering against set income targets.		✓•
Proven track record of success with securing 5-6 figure funding from trusts and foundations.		✓•
Experience of developing and managing key stakeholder relationships.		✓•
Experience of delivering successful individual donor programmes.		✓•
Successful development and implementation of income generation strategies.	✓•	
Good working knowledge of Microsoft Office.		✓•
GDPR compliant practice.		✓•
Understanding of prospect research processes.		✓•
SKILLS AND ABILITIES:		
High levels of financial and numerical literacy.		✓•
Excellent communication skills, written, verbal, presentational and public speaking. Able to listen and engage with stakeholders, staff and users individually with care.		✓•
Excellent analysis and reporting skills, with the ability to identify and explore new and innovative ways of working.		✓•
Ability to work 1 day per week from our community centre office at Britannia Village Hall, E16 1TU.		✓•
ATTITUDES:		
Highly motivated and organised self-starter.		✓•
Passionate about community development.		✓•
A flexible approach to work, including the willingness to work evenings and weekends from time to time as necessary.		✓•
Identify strongly with the values of West Silvertown Foundation.		✓•