

Potential Plus UK Person Specification

Job Title: Fundraising & Membership Officer

The successful candidate will possess some the following:

	Essential	Desirable
Qualifications & training	<ul style="list-style-type: none"> • At Level 2, the equivalent of Grade C/5 or above in Mathematics and English Language • Recent professional learning which shows a commitment to own development 	<ul style="list-style-type: none"> • Relevant professional qualifications
Experience	<ul style="list-style-type: none"> • Creating and implementing either effective fundraising and/or membership activities • Collating, monitoring, evaluating and interpreting both quantitative and qualitative data • Building and maintaining positive relationships with stakeholders • Prioritising a varied workload for maximum impact • Working with multiple stakeholders simultaneously 	<ul style="list-style-type: none"> • Creating effective communications and messaging • Creating effective communications in a variety of media • Working as part of a small team • Working in the charity sector • Working with a neurodiverse community • Lived experience of being or parenting a high potential learner
Qualities & skills	<ul style="list-style-type: none"> • Highly organised, efficient, methodical, with good attention to detail • Good IT skills (including use of Word, Excel, Outlook and Teams/Zoom) • Excellent communication skills • A 'can do', solution-focussed attitude • Ability to work under pressure when needed • Effective time management • Good collaboration skills • Ability to remain positive, proactive and resilient if faced with fundraising rejections • Empathy with young people with high learning potential and their families • Commitment to Equal Opportunities and valuing diversity 	<ul style="list-style-type: none"> • Desire to learn, develop and apply new skills • Desire to positively impact the lives of children and young people with high learning potential

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May 2024