



Person Specification

Fundraising Manager

The person specification is a picture of skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the short-listing and interview processes for this post. Candidates are encouraged to answer the essential list below to the best of their ability.

Essential	Desirable
A. Experience and Qualifications	
Significant experience of fundraising with good knowledge of a range of traditional and innovative fundraising methods and practices	Experience of working in legal and welfare advice sector.
Proven experience of thinking, developing and delivering “strategically”.	
Knowledge and experience of the charity sector and fundraising trends	
Significant experience of managing successful relationships with Trusts, Foundations and statutory funders.	
Development and production of written materials in support of fundraising activities	
Demonstrable record in developing and writing successful funding bids of at least £1m per year.	Experience of commissioning and bidding for contracts
Experience of working in accordance with legal requirements and the Code of Fundraising Practice.	
Proven database management	
Experience of interacting with members of senior management (such as Directors at Board Level, or Trustees).	



B. Skills and Abilities	
Strong organisational skills and attention to detail, with the ability to manage a number of tasks at once	
Excellent English writing and editing skills	
High standard of numeracy, computer competency, digital skills.	
Ability to be flexible and work under pressure to meet funding deadlines.	
Excellent research and planning skills	
Ability to develop and maintain strong working relationships with staff, volunteers, sponsors and trustees.	
Ability to manage competing priorities, stress levels and to work on own initiative.	
C. Knowledge and Understanding	
Knowledge and understanding of legislations relevant to refugees, asylum seekers and migrants	
Awareness of issues and barriers faced by refugees, asylum seekers and migrants in accessing appropriate services and support.	
Cross-cultural sensitivity to and understanding of the needs of refugees and migrants.	
D. Personal attributes	
Highly motivated and ability to work alone or as part of a team.	
Creative and innovative in all aspects of work.	
Good diplomatic skills.	