

PERSON SPECIFICATION



Abbey Street
Animal Rehoming Centre



Charity No: 222 620

Job Title: Supporter Engagement Officer (Fundraising and Corporate Partnerships)

	ESSENTIAL	DESIRABLE
Education	<ul style="list-style-type: none">• Good secondary education• Minimum GCSE (Grade A-C) or equivalent in English and Maths	<ul style="list-style-type: none">• Educated at least to A level standard or equivalent
Experience	<ul style="list-style-type: none">• Working in the voluntary/charity sector• Planning, budgeting for, organising and evaluating fundraising initiatives• Managing an events programme• Dealing with the public face to face• Use of databases• Administrative work and record-keeping• Working on own initiative and as part of a team	<ul style="list-style-type: none">• Corporate networking and fundraising• Use of social media and websites for promotional purposes• Use of LinkedIn• Public speaking (talks, presentations)• Liaising with local press/media
Skills and Knowledge	<ul style="list-style-type: none">• Strong administrative and organisational skills• Excellent written and verbal communication skills• Competent in using Microsoft packages and use of databases• Ability to manage a demanding workload and prioritise conflicting demands• Ability to form and develop excellent working relationships with staff, corporates, volunteers, supporters and other key stakeholders• Proactive skills in identifying and developing opportunities for fundraising and corporate partnerships• Ability to negotiate with and influence potential stakeholders, maximising their support• Knowledge of relevant fundraising legislation/regulations	<ul style="list-style-type: none">• Knowledge of the work of the RSPCA• Basic animal welfare knowledge• Knowledge of relevant legislation/procedures relating to health and safety, safeguarding, confidentiality and GDPR• Ability to create promotional materials

Personal Qualities	<ul style="list-style-type: none"> • Professional, calm and determined approach under pressure • Enthusiastic, positive outlook • A strong problem solving approach • Creativity and innovation • Ability to make a strong argument and present a persuasive case • Sound analytical thinking and judgement • Outgoing team player whilst also able to work alone and on own initiative • Compassion for animals and their owners • Resilience and a sense of humour in the face of a demanding work environment 	
Other	<ul style="list-style-type: none"> • Sympathy for the cause of animal welfare and the RSPCA in particular • Weekend, evening and bank holiday working as required • Full, valid driving licence with the use of a car and willingness to drive company vehicle as required 	