



## PERSON SPECIFICATION

## UHCW Charity Senior Fundraiser

REQUIREMENT	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
<b>QUALIFICATIONS/ TRAINING</b>	<ul style="list-style-type: none"> <li>Degree or relevant equivalent experience</li> <li>Full UK Driving Licence and availability of vehicle insured for business use</li> </ul>	<ul style="list-style-type: none"> <li>Member of Chartered Institute of Fundraising</li> <li>Fundraising qualification</li> </ul>	<ul style="list-style-type: none"> <li><i>Application Letter</i></li> <li><i>Driving Licence and Insurance Documents (at interview)</i></li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Experience of fundraising with community groups and individuals, in person and online</li> <li>Experience of fundraising or working with businesses in a sales environment</li> <li>Experience of managing people</li> <li>Event planning and hosting, including online</li> <li>Excellent networker</li> <li>Broad experience of organising fundraising activities such as events and collections</li> <li>Experience of motivating and supporting volunteers</li> <li>Experience in a customer facing role, preferably within the charity sector</li> <li>Experience of using and maintaining a fundraising database</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a target driven environment</li> <li>Experience of dealing with the media</li> <li>Experience of developing Fundraising Strategies</li> </ul>	<ul style="list-style-type: none"> <li><i>Application Letter</i></li> <li><i>Interview</i></li> <li><i>Presentation</i></li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>High level of understanding of fundraising methods and charity law</li> <li>Understanding of employment regulations</li> <li>Understanding of business issues</li> <li>Good working knowledge of Microsoft Office and able to link usage to a fundraising database</li> <li>GDPR compliant</li> </ul>	<ul style="list-style-type: none"> <li>Awareness of current issues within the charity sector and the NHS</li> <li>Working in line with fundraising regulations and best practice</li> <li>Knowledge of local area and businesses</li> </ul>	<ul style="list-style-type: none"> <li><i>Application Letter</i></li> <li><i>Interview</i></li> </ul>
<b>SKILLS/ ABILITIES</b>	<ul style="list-style-type: none"> <li>Event fundraising skills</li> <li>Excellent event management and organisational skills</li> <li>Excellent interpersonal, communication and social media skills</li> </ul>		<ul style="list-style-type: none"> <li><i>Application Letter</i></li> <li><i>Interview</i></li> <li><i>Presentation</i></li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to develop and give presentations to various groups including businesses and schools and to speak confidently in public</li> <li>• Self-motivated and able to work independently as well as part of a team</li> <li>• Strong event management and marketing skills</li> <li>• Ability to work with a broad range of organisations and people of all ages and backgrounds</li> <li>• Outstanding networking skills</li> <li>• Sound decision making skills</li> <li>• Able to demonstrate good persuasion and influencing skills</li> </ul>		
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• Motivated and driven by UHCW Charity's cause</li> <li>• Able to work using own initiative</li> <li>• Able to collaborate with others</li> <li>• Innovative and creative</li> <li>• Able to engender enthusiasm in others</li> <li>• Able to work as a team or alone</li> <li>• Flexible to plan and readjust work in response to changing circumstances</li> <li>• Able to recognise and resolve complex issues, referring on to the Charity Director where appropriate</li> </ul>		<ul style="list-style-type: none"> <li>• <i>Application Letter</i></li> <li>• <i>Interview</i></li> </ul>
<b>EFFORT/ ENVIRONMENT</b>	<ul style="list-style-type: none"> <li>• Willing to work evening and weekends</li> <li>• Able to manoeuvre fundraising materials/equipment on a regular basis</li> <li>• Willing and able to travel across the Coventry and Warwickshire region for meetings and events</li> <li>• Able to handle difficult, sensitive or emotionally distressing situations, particularly when working with families of patients of the hospital or donors who have suffered a recent bereavement</li> </ul>		<ul style="list-style-type: none"> <li>• <i>Application Letter</i></li> <li>• <i>Interview</i></li> </ul>