

Personnel Specification

Post Title: Trust Fundraiser

Summary of Job

To join Caring For Life's PR team, undertaking a period of induction and training in most aspects of the team's work. The job tasks will in due course cover a specific role, or number of roles, to complement the overall work of the PR team.

Attributes	Essential	Desirable	How identified
Physical	Of smart appearance. In good physical health.	Able to cope with multi-tasking, in what can be a very busy and at times stressful environment.	Interview and Career History
Experience	Experience of putting together letters and/or reports.	Experienced Mac Systems user. Experience of using databases, e.g. FileMaker. Experience of working in a Christian organisation. Experience of applying to grantmakers.	Interview and Career History
Special Knowledge	Good IT skills. Experience with social media.	Knowledge of fundraising regulations/data protection issues.	Interview and Career History
Personal Circumstances	Free to cope with the demands of the job, including ability to help with presentations involving travel.		Interview
Disposition	Sensitive, approachable and friendly. Of gentle disposition, but motivated and enthusiastic.	Able to stick at a repetitive job, whilst also maintaining enthusiasm and drive.	Interview and References
Practical and Intellectual skills	Able to deal warmly and appropriately with visitors. Good oral and written communication skills. Good grasp of English grammar. Confident telephone manner.	Creative writing skills. Ability to undertake a precis and to proof read.	Interview and Application form and references.
Spiritual	A strong vocational conviction of a calling to full time Christian work, plus the ability to share the love and gospel of Jesus with those in CFL's care. Able to relate wisely and appropriately to supporters and churches.		Interview and References
Qualification	Good education to A level; must have C or equivalent in English and Maths.	Institute of Fundraising or equivalent.	Application form and certification
		Successful experience in Trust fundraising or a sales environment generating significant income.	Interview and References
		Experience of working for not-for-profit organisations or in the Third Sector.	Application form

Experience		Experience of working with a fundraising database.	Interview and Application form and references.
	Excellent relationship-building skills and a track record in creating mutually beneficial partnerships within the charity or corporate sector.	Experience in writing and delivering presentations and speeches to a variety of audiences.	Application form
	Able to speak to different groups and individuals.	Proven ability to secure financial funding from Grant Making Trusts.	Interview and Application form and references.
	At ease with people in the charity or corporate sector at all levels.	Proven ability to manage and develop relationships within the Trust or corporate sector.	Interview and References
	An eye for detail; an excellent job focus.	Experience of achieving financial targets and keeping financial records.	Interview and Application form and references.
Skills and Knowledge	Clear understanding of the role of fundraising within the charity sector.		Interview
	Proven ability to work on own initiative and as part of a multi-disciplinary team.		Interview and Career History
	Excellent written and verbal communication skills.		Interview and References
	Ability to understand the strategic aims of the organization and to translate these into presentations.		Interview and References
	Strong computer skills, in particular with Word, Excel and Outlook.		Application form
Personal Qualities	Highly motivated and can work well on own or as part of a team.		Interview and References
	Excellent organizational skills.		Interview and References
	Positive and pro-active approach to tasks.		Interview and References
	A creative thinker and quick to respond to opportunities.		Interview and References
	Able to clearly explain the Christian faith, with a personal faith in Christ Jesus and an understanding of the basic tenets of the gospel.		Interview and Application form and references.
Other Requirements	Sensitivity to the needs of donors and our beneficiaries.		Interview
	Flexibility and a willingness to work evenings and weekends when appropriate.		