

RAINBOWS HOSPICE FOR CHILDREN AND YOUNG PEOPLE

PERSON SPECIFICATION

Trusts and Foundations Fundraiser

Qualities	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSE Grades A-C or demonstrable skills, knowledge and capability to work efficiently and accurately Evidence of continuous professional development 	<ul style="list-style-type: none"> IoF Certificate Full driving licence
Experience/ Knowledge/ Skills	<ul style="list-style-type: none"> A minimum of 2 years successful experience in trusts or major gift fundraising Experience of developing relationships and securing funds from trusts or other grant making organisations or individuals Experience of working collaboratively on proposals and projects Accuracy, consistency and attention to detail Good organisational skills and the ability to meet deadlines Good research skills The ability to write fundable proposals and reports Good working knowledge of all Microsoft Office software including Outlook, Internet Explorer, Word and Excel Excellent written and verbal communication skills, clarity, tact and the ability to adapt communication to suit audience 	<ul style="list-style-type: none"> Knowledge of using a Database Experience in managing income budgets Experience working in a Children's charity

Enquiries:

 01509 638000
 peopleteam@rainbows.co.uk



rainbows.co.uk/careers

<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Excellent telephone manner • Able to deal with pressure, prioritise a varied workload and work efficiently • The ability to work effectively as part of a small team • Self-motivated with the ability to use initiative and work independently • Administrative and record-keeping skills • Ability to build relationships across a complex organisation and with external stakeholders 	
<p>Demonstrates a commitment to Rainbows Values</p>	<ul style="list-style-type: none"> • One Team – Working together with fairness and respect. • People Centred – Championing inclusivity, compassion and clarity. • Aim High – Adapting, learning and sharing our expertise. • Own It – Focused, committed and accountable. 	<ul style="list-style-type: none"> •

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