# sp jb

**Person Specification**

**Community & Events Fundraising Officer**

This person specification lists the skills, knowledge and experience required. Please should provide evidence, in the form of an example, that you meet each criteria in your covering letter.

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications & Education** | | |
| Educated to a degree level or equivalent | a |  |
| Events or fundraising qualification |  | a |
| **Experience** |  |  |
| Demonstrable experience of working on several projects simultaneously and to meet deadlines | a |  |
| Experience of coordinating or being part of a team delivering events |  | a |
| Knowledge of digital fundraising techniques |  | a |
| Proven experience in fundraising and building relationships with donors |  | a |
| Experience working with volunteers |  | a |
| **Knowledge and Skills** | | |
| Excellent administrative, organisational and time management skills | a |  |
| Ability to work accurately with minimal supervision and prioritise a diverse workload | a |  |
| Excellent written & oral communication skills with an ability to communicate effectively for a diverse audience | a |  |
| Good numerical and analytical skills | a |  |
| Proven IT literacy on Microsoft Office packages to include Word, Excel, Powerpoint and Outlook | a |  |
| Experience using CMS & CRM databases |  | a |
| Knowledge of working within a not for profit organisation |  | a |
| Understanding of charity law and best practice principles |  | a |
| Understanding of Data Protection Act, GDPR and other relevant industry regulations |  | a |
| **Ability & aptitude** |  |  |
| Excellent self-motivation and ability to use initiative | a |  |
| Demonstrable self-awareness, openness, and a desire to learn and develop professionally | a |  |
| To contribute to creating a culture and environment that is forward thinking and positive | a |  |
| Ability to create and maintain successful working partnerships with multiple stakeholders | a |  |
| The ability to build and maintain harmonious effective working relationships within a team | a |  |
| Interest in and commitment to helping the homeless, with a non-judgemental attitude towards our clients . | a |  |
| Willingness to work flexibly including evenings and weekends when required for (for fundraising & special events) | a |  |
| A full, clean UK or equivalent driving license | a |  |

**Equal Opportunities -** All employees have a legal and moral responsibility to ensure that Stonepillow’s workplace is free from discrimination, harassment and bullying.