

**Kent MS Therapy Centre – Person Specification**

**Community Fundraiser**

This person specification sets out the essential, minimum qualities we are seeking for this post. Please ensure that your application demonstrates how you meet the criteria. You may include voluntary, unpaid and paid work.

	CRITERIA		
		Essential	Desirable
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• At least two years’ experience of working in a fundraising role.</li> <li>• Experience of successfully identifying and developing relationships with a range of appropriate donors, customers and clients.</li> <li>• Experience of working in a public facing role.</li> <li>• Experience of using database programmes.</li> <li>• Experience of working for a charity or other third sector organisation.</li> </ul>	<input type="checkbox"/>     <input type="checkbox"/>	<input checked="" type="checkbox"/>       <input type="checkbox"/>  <input type="checkbox"/>
<b>SKILLS/ABILITIES</b>	<ul style="list-style-type: none"> <li>• The ability to organise events and manage key relationships to generate profitable income.</li> <li>• The ability to present information in a compelling and effective way to supporters and members of the general public.</li> <li>• The ability to research new fundraising opportunities within the context of an overall plan.</li> <li>• The ability to multitask and prioritise multiple commitments to tight timescales ensuring a high standard of supporter care at all times.</li> <li>• To be able to deliver the activities involved in third party, relationship and event fundraising and to support the supervision of key volunteers involved in such activities.</li> <li>• To be able to identify and explain tasks for volunteers and motivate them to give their best.</li> <li>• To be able to use interpersonal skills to engage effectively with others, understand what motivates them and respond appropriately.</li> <li>• Good written communication skills and standards of numeracy to be able to</li> </ul>	<input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>     <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>	<input type="checkbox"/>          <input checked="" type="checkbox"/>       <input checked="" type="checkbox"/>

	<p>produce activity budgets, draft press releases and copy, letters, presentations and other similar documents.</p> <ul style="list-style-type: none"> <li>• Excellent verbal communication skills, able to deliver presentations and give local media interviews.</li> <li>• Fully IT literate – conversant in the use of all Microsoft Office applications and professional use of social media.</li> <li>• Excellent time management and organisational skills.</li> <li>• To be able to work independently and as part of a larger team.</li> </ul>	<input checked="" type="checkbox"/>    <input checked="" type="checkbox"/>    <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• An understanding of the principles and methods of local community based and volunteer led fundraising.</li> <li>• An understanding of event organisation and participant recruitment and development.</li> <li>• An understanding of the principles of marketing and use of social media to promote fundraising/marketing activities.</li> <li>• An understanding of information governance and confidentiality.</li> </ul>	<input checked="" type="checkbox"/>    <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>    <input checked="" type="checkbox"/>    <input checked="" type="checkbox"/>
<b>QUALIFICATION/ TRAINING</b>	<ul style="list-style-type: none"> <li>• Educated to at least A-Level or an equivalent level of qualification.</li> <li>• Introductory Certificate in Fundraising.</li> </ul>		<input checked="" type="checkbox"/>   <input checked="" type="checkbox"/>
<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• A full, clean, UK driving licence, access to own transport and a willingness to travel throughout the designated area.</li> <li>• Able to work weekends and evenings as required.</li> <li>• Able to erect displays, stands and transport fundraising collateral.</li> </ul>	<input checked="" type="checkbox"/>   <input checked="" type="checkbox"/>   <input checked="" type="checkbox"/>	