



Bury, Oldham & District Branch
(Reg charity No 226624)

Person Specification – Fundraiser

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to 'A' level or equivalent. • IoF Certificate or equivalent recognised fundraising qualification. • Evidence of continuous personal and professional development • Full, clean driving licence • 	
Experience	<ul style="list-style-type: none"> • Experience of devising and implementing a successful fundraising strategy • Two years' experience of organising and promoting income generating events • Track record of successful community fundraising in either a voluntary or paid capacity • Proven track record of exceeding financial and non-financial targets 	<ul style="list-style-type: none"> • Experience of recruiting to, and working with, volunteer groups
Knowledge and Skills	<ul style="list-style-type: none"> • Understanding of the Fundraising regulator's code of practice • Excellent verbal, written and presentation skills • Ability to develop and motivate individuals and groups of volunteers • Planning and administration skills • Computer literate, including social media and database management • Experience of using social network channels for fundraising/ promotional purposes • Ability to set own priorities, work independently and act on own initiative whilst relating to other people on key issues • Negotiating and influencing skills • Sound clear decision making. • Excellent organisational and time management, able to prioritise and work to deadlines. • Ability to work collaboratively internally and externally 	<ul style="list-style-type: none"> • Understanding of voluntary sector • Marketing and PR skills and experience • Basic graphic design and/or photography skills • Web editing experience

	<ul style="list-style-type: none"> • Must be able to drive, have access to a car and be prepared to travel throughout Oldham & Bury. 	
Personal Qualities	<ul style="list-style-type: none"> • Self- motivated, enthusiastic and energetic. • Ability to work autonomously and as an effective member of the senior management team. • People focused, demonstrating a supportive approach. • Passionate about providing an excellent customer experience. • Can communicate clearly and assertively with a wide range of people at all levels and with sensitivity when required. • Organised and highly confident. • Ability to prioritise effectively and remain calm and focused under pressure. • Persuasive. • Creative. • Resourceful. • Can-do attitude, 'hands- on'. • Honest, reliable and flexible. • Team player. • Problem solver. 	
Motivation and Expectations	<ul style="list-style-type: none"> • Empathy with the aims, goals and values of the Charity: Professional, Caring and Committed. • Passionate about protecting the charity reputation. • Passionate about working to a shared goal. • Keen to develop strong links with colleagues across the organisation to ensure the promotion of all charity activities including fundraising. • Develop relationships and goodwill from supporters and local companies. 	