

## PERSON SPECIFICATION

(Supporting the Policy on Equal Opportunities in Employment)



### CHALLENGE EVENTS FUNDRAISING OFFICER DETAILS

**Department:** Fundraising

**Location:** Head Office

**Band:** 5

**Status:** Fixed Term Contract

**Hours:** 37.5

**Reporting to:** Head of Challenge & Community

FACTOR	ESSENTIAL	DESIRABLE
<b>Qualifications &amp; Experience</b>	Very good level of numeracy and written and spoken English 1-2 years experience of working in community and challenge events fundraising.	Degree or A Levels Understanding of fundraising principles
<b>Skills &amp; Knowledge</b> Range and level of skills	Good research skills. Computer literate with excellent working knowledge of Microsoft Office packages. (Word, Excel, PowerPoint, Outlook).	Working knowledge of Raiser's Edge – able to update records and run queries. Working knowledge of fundraising platforms Funraisin, JustGiving, PayPal Giving Fund – ability to run reports, code fundraising pages and upload data to database
<b>Personal Attributes</b> The personal qualities required e.g. exercising initiative, organising, problem solving	<ul style="list-style-type: none"> <li>• Excellent communication skills, both written and oral, and able to communicate with a wide range of people.</li> <li>• Highly organised individual, able to work to tight deadlines.</li> <li>• Positive self-starter, keen to find better ways to deliver tasks and objectives.</li> <li>• Open and communicative, keen to help others achieve their objectives – an excellent team worker.</li> <li>• Calm and positive under pressure.</li> <li>• Strong attention to detail.</li> </ul>	

## PERSON SPECIFICATION

(Supporting the Policy on Equal Opportunities in Employment)



	<ul style="list-style-type: none"><li>• Strong commitment to quality and customer care.</li><li>• Empathy with the work of Combat Stress.</li></ul>	
<b>Other Requirements</b>	<ul style="list-style-type: none"><li>• (Enhanced) DBS/Disclosure Scotland</li><li>• Willingness to assist in external fundraising events (some evening and weekend work)</li></ul>	<ul style="list-style-type: none"><li>• Full Driving licence</li></ul>