

## PERSON SPECIFICATION

(Supporting the Policy on Equal Opportunities in Employment)



### TRUSTS AND FOUNDATIONS ASSISTANT

**Department:** Fundraising

**Status:** As per contract

**Reporting to:** Head of Trusts and Foundations

**Location:** Head Office

**Hours:** As per contract

**Band:** 4

FACTOR	ESSENTIAL	DESIRABLE
<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"><li>• Educated to 'A' Level or equivalent.</li><li>• Experience of administration.</li></ul>	<ul style="list-style-type: none"><li>• Educated to degree level or equivalent.</li><li>• Experience in fundraising/charity environment.</li></ul>
<b>Skills &amp; Knowledge</b> Range and level of skills	<ul style="list-style-type: none"><li>• The ability to plan and organise own workload, working to deadlines.</li><li>• Excellent attention to detail.</li><li>• Computer literate with excellent working knowledge of Microsoft Office packages.</li><li>• Excellent written and verbal communication skills.</li><li>• Excellent written presentation skills.</li><li>• Ability to summarise and select key information.</li></ul>	<ul style="list-style-type: none"><li>• Working knowledge of Raiser's Edge or similar CRM system.</li></ul>
<b>Personal Attributes</b> The personal qualities required e.g. exercising initiative, organising, problem solving	<ul style="list-style-type: none"><li>• Demonstrates enthusiasm for the role.</li><li>• Demonstrates initiative.</li><li>• Assumes individual responsibility and autonomy for the role whilst understanding the need to maintain interaction with colleagues.</li><li>• A strong team player with a proactive and strong work ethic.</li><li>• Empathy with the work of Combat Stress and motivated by its commitment to providing mental</li></ul>	

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	<p>health services to former servicemen and women.</p> <ul style="list-style-type: none"><li>• Demonstrates our 4 core values: Bold, Focused, Personal, Together.</li></ul>	
<b>Other Requirements</b>	<ul style="list-style-type: none"><li>• DBS/Disclosure Scotland</li></ul>	<ul style="list-style-type: none"><li>• To have a general understanding of GDPR, the Data Protection Act and the implications for fundraising.</li></ul>