

PERSON SPECIFICATION

(Supporting the Policy on Equal Opportunities in Employment)

JOB DETAILS:

Job Title: Senior Volunteer and
Community Fundraising Officer

Department: Fundraising

Location: Head Office

Status: As per contract

Hours: As per contract

Reporting to: Community
Fundraising and Volunteer Manager

FACTOR	ESSENTIAL	DESIRABLE
Qualifications & Experience	<ul style="list-style-type: none"> • Experience of working in community and/or challenge events fundraising (typically 2–4 years). • Proven experience of delivering successful fundraising events and activities, including participant and volunteer recruitment. • Experience supporting or coordinating volunteers. • Ability to manage multiple projects and priorities simultaneously, meeting deadlines. • Experience delivering excellent supporter stewardship and engagement. • Comfortable working with budgets, including tracking income and expenditure. 	<ul style="list-style-type: none"> • Understanding of core fundraising principles and best practices. • Experience of Facebook or virtual fundraising campaigns. • Familiarity with the work of Combat Stress and/or the military community. • Experience supporting or liaising with third-party suppliers or event providers. • Volunteer Management experience

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Skills & Knowledge Range and level of skills	<ul style="list-style-type: none"> • Knowledge of community fundraising and events best practice, including legal, health & safety, and fundraising regulations. • Strong project coordination and organisational skills. • Good written and verbal communication skills, with the ability to engage and inspire supporters. • Proficient in Microsoft Office applications (Word, Excel, Outlook, PowerPoint). • Confident using databases (CRM systems) – ideally Raiser's Edge (training can be provided). • Numeracy skills with ability to analyse and report on financial performance. 	<ul style="list-style-type: none"> • Experience with project management tools (e.g. Trello). • Familiarity with Funraisin and Assemble platforms. • Working knowledge of GDPR and its application in fundraising.
Personal Attributes The personal qualities required e.g. exercising initiative, organising, problem solving	<ul style="list-style-type: none"> • Proactive and positive team player. • Strong organisational skills and attention to detail. • Able to work independently and take initiative. • Creative thinker with a flexible, problem-solving approach. • Calm and professional under pressure. • Commitment to the values and mission of Combat Stress. 	<ul style="list-style-type: none"> • Passion for fundraising and/or supporting veterans.
Other Requirements	<ul style="list-style-type: none"> • Willingness to work flexibly including evenings and weekends when needed. • Able to travel within the UK as part of the role. • Full UK Driving Licence. • DBS (or willingness to undergo a check). 	<ul style="list-style-type: none"> • Previous experience working in a hybrid or remote team setting. • Comfortable driving a van