

PERSON SPECIFICATION

(Supporting the Policy on Equal Opportunities in Employment)

Challenge Events Fundraising Assistant

Department: Fundraising

Status: As per contract

Reporting to: Senior Challenge Events Officer

Location: Tyrwhitt House

Hours: As per contract

Band: 4

FACTOR	ESSENTIAL	DESIRABLE
Qualifications & Experience		<ul style="list-style-type: none"> • Experience of challenge or community events. • Understanding of fundraising principles • A proven track record of developing relationships, networking and/or customer service.
Skills & Knowledge Range and level of skills	<ul style="list-style-type: none"> • Excellent telephone manners • Excellent organisational skills and meticulous attention to detail • Excellent numeracy, written and verbal communication skills • Computer literate with excellent working knowledge of Microsoft Office (Word, Excel, PowerPoint, Outlook) • Database proficient 	<ul style="list-style-type: none"> • Working knowledge of Raiser's Edge – able to update records and run queries • Working knowledge of Fundraising platforms eg JustGiving, Facebook, FundRazr, Go Fund Me, PayPal Giving Fund etc • An understanding of the Armed Forces
Personal Attributes The personal qualities required e.g. exercising initiative, organising, problem solving	<ul style="list-style-type: none"> • Empathy with the work of Combat Stress • Ability to work flexibly and under own initiative to manage varying competing priorities and to meet strict deadlines. • Positive self-starter, keen to find better ways to deliver tasks and objectives • An excellent team worker • Calm and positive under pressure. 	
Other Requirements	<ul style="list-style-type: none"> • Standard DBS • Be flexible and willing to travel and work outside office hours, including weekends as required • Full UK Driving Licence 	<ul style="list-style-type: none"> • To have a good understanding of GDPR and the implications for fundraising