

PERSON SPECIFICATION

(Supporting the Policy on Equal Opportunities in Employment)

JOB DETAILS:

Job Title: Fundraising & Events
Assistant

Department: Fundraising

Location: Head Office

Status: Permanent

Hours: As per contract

Reporting to: Senior Events Officer

FACTOR	ESSENTIAL	DESIRABLE
Qualifications & Experience	<ul style="list-style-type: none"> Educated to GCSE/A Level A willingness to attend any appropriate training courses and workshops to further knowledge and capability 	<ul style="list-style-type: none"> Full UK Driving license. 6 - 12 months' work experience within an event of fundraising environment – preferably events Experience of event fundraising Experience of working with Raiser's Edge
Skills & Knowledge Range and level of skills	<ul style="list-style-type: none"> Understanding of good customer care, with a friendly & enthusiastic approach Able to gather and interpret information. Financially and numerically literate Accuracy and attention to detail Imaginative and a creative thinker & writer 	
Personal Attributes The personal qualities required e.g., exercising initiative, organising, problem solving	<ul style="list-style-type: none"> Excellent interpersonal skills – written & verbal. Good relationship management skills Ability to work on own initiative and prioritise workload; ability to work to tight deadlines. Ability to communicate effectively, accurately, and creatively. Ability to work effectively as part of a team. Excellent verbal and written communication skills 	
Other Requirements	<ul style="list-style-type: none"> Satisfactory Disclosure and Barring Service (DBS) check 	

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	<ul style="list-style-type: none">Valid EU passport/ Right to work in the UK documentation	
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