

Person Specification

JOB TITLE: Communications and fundraising officer		
Specification	Essential	Desirable
1. Education/ Training	Degree or equivalent qualification	
2. Relevant Experience	A minimum of 2 years office/administration or research work Experience of (and heart for) working with disadvantaged people.	Experience of working within a small charity. Experience of the fundraising process.
3. Relevant Skills/ Aptitudes	Excellent skills in oral and written communication and report writing. Effective time management and self motivation. Ability to manage a diverse workload with conflicting priorities Confident user of Microsoft Word, Excel and Powerpoint, Publisher Fluent user of email and the World Wide Web. Initiative and ability to research potential new fundraising opportunities Numerical ability and the ability to interpret financial information. Ability to work within an interagency context in a way which reflects a partnership approach Ability to work flexibly, creatively and as part of a team.	Experience of preparing and delivering presentations
4. Special Requirements	Availability for occasional out of hours work	Full, clean driving licence
5. Organisation and administration skills	Robust organisational skills. Methodical and good attention to detail. Manage competing work priorities Plan and organise fundraising events and other activities	Completer finisher
6. Beliefs	Entirely empathetic with the Christian ethos and aims of the Trust	A practising Christian
7. Special Circumstances	Able to work occasional unsociable hours	