

LEGACY AND IN MEMORY FUNDRAISER
PERSON SPECIFICATION

E = Essential

D = Desirable

CRITERIA	STANDARD	E/D	MEASURED BY
Qualifications	Member of Institute of Fundraising	D	Application form
	Member of Hospice Income Generation Network	D	Application form
	GCSE grade C or above or equivalent in Maths and English	E	Application form
Work Experience	Good record keeping	E	Application form/interview
	Experience of report writing	E	Application form/interview
	Experience of working with the media	D	Application form/interview
	Experience of copy writing and editing	D	Application form/interview
	Experience of working with and managing volunteers	D	Application form/interview
	Experience of working in a fundraising environment	E	Application form/interview
Skills	Ability to communicate effectively, both written and oral	E	Application form/interview
	Good organisational skills	E	Application form/interview
	Able to empathise and construct relationships with a wide range of people	E	Application form/interview
	Ability to work as part of a team	E	Application form/interview
	Ability to work without supervision	E	Application form/interview
	Flexible attitude towards work	E	Application form/interview
	Willing to undergo further training	E	Application form/interview
Knowledge	Knowledge of Microsoft Office	E	Application form
	Experience of using databases	D	Application form/interview
	Knowledge of charity law and best practice	E	Application form
Personal Characteristics	Smart appearance	E	Interview
	Car driver with access to a car	E	Application form/interview