

**INDEPENDENT OPTIONS (NORTH WEST)
PERSON SPECIFICATION - FUNDRAISING OFFICER**

experience	essential or desirable	knowledge	essential or desirable	skills	essential or desirable	qualities	essential or desirable
Experience of Fundraising	essential a.f./i.	High standard of literacy including	essential a.f/w.a.	able to motivate self	essential a.f./r.	good interpersonal skills	essential i./r.
working within a team	essential a.f./i.	Educated to degree standard or equivalent	<i>desirable a.f.</i>	pleasant and polite telephone manner	essential i./r.	personal flexibility	essential a.f./i./r.
previous work within the voluntary sector	<i>desirable a.f./i.</i>	5 G.C.S.E's (A-C) including Maths and English or equivalent	essential a.f.	able to identify and make use of outside resources	essential i.	commitment to own training and development	essential a.f./i.
Creating complex documents using Word and Excel	essential a.f./i	Knowledge of website development and social media	<i>desirable a.f.</i>	work well under pressure, whilst retaining attention to detail	essential a.f./r./i.	positive attitude to people with disabilities	essential a.f./i./r.
Experience of Individual Giving	<i>desirable a.f./i.</i>	Excellent standard of IT including Microsoft Office and databases	essential a.f./t.a.	ability to relay information concisely, yet accurately	essential w.a./r.	A creative and proactive approach to all areas of work with a 'can do' attitude	essential r.
Experience in working with Community Groups	<i>desirable a.f./i.</i>	Knowledge of Data Protection	<i>desirable a.f./i.</i>	initiative and ability to plan own work	essential a.f./i./r.	Driving licence	<i>desirable r.</i>

IT IS AN ESSENTIAL REQUIREMENT THAT GENERAL HEALTH SHOULD BE COMMENSURATE WITH THE DUTIES AND RESPONSIBILITIES OF THE POST.

a.f. = application form, w.a. = written assignment, t.a. = typed assignment, i. = interview, r. = reference