

## Person Specification

### Community & Events Fundraiser

Requirements	Essential	Desirable
Education & Training	<ul style="list-style-type: none"> <li>• Educated to A level or higher level of education achieved.</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to degree level.</li> <li>• Fundraising qualification.</li> <li>• First aid cert.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Minimum 2 years. professional fundraising experience</li> <li>• Previous charity employment as part of a fundraising team</li> <li>• Experience of organising community or other events</li> <li>• Presentations and public speaking experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Proven track record of maximising donor &amp; supporter relationships at a community level.</li> <li>• Experience of working with volunteers.</li> <li>• Customer service experience.</li> <li>• Knowledge/experience of animal welfare.</li> <li>• Used social media in a work environment.</li> </ul>
Skills/Knowledge	<ul style="list-style-type: none"> <li>• Self-motivated.</li> <li>• Good Planning and organisational skills.</li> <li>• Able to work to strict deadlines.</li> <li>• IT literate and skilled in MS Office applications.</li> <li>• Ability to motivate and inspire and positively influence others.</li> <li>• Ability to use own initiative.</li> <li>• Skills in event management.</li> <li>• Holder of full clean driving.</li> <li>• Excellent verbal and written communication skills.</li> <li>• Knowledge of charity law</li> </ul>	<ul style="list-style-type: none"> <li>• Aware of Health &amp; safety legislation.</li> <li>• Knowledge of film/video editing.</li> <li>• Skilled in public relations.</li> <li>• Skilled in risk analysis &amp; time cost ratio.</li> <li>• Experienced in photo editing software such as Photoshop.</li> <li>• Knowledge of legislation governing fundraising – GDPR, Fundraising regulator.</li> <li>• Good local knowledge</li> </ul>
Personality & Behaviour	<ul style="list-style-type: none"> <li>• Calm under pressure</li> <li>• Reliable &amp; good time keeper.</li> <li>• Strong team player.</li> <li>• Ability to communicate &amp; relate to people from all backgrounds.</li> <li>• Comfortable speaking to groups.</li> <li>• Energetic, dynamic &amp; enthusiastic.</li> <li>• Sympathetic to the RSPCA's aims &amp; objectives.</li> </ul>	
Special Circumstances	<ul style="list-style-type: none"> <li>• Use of own car</li> <li>• Willing &amp; able to work longer than the contracted hours when the job demands</li> <li>• Willing to work evenings, weekends &amp; bank holidays</li> </ul>	