**Post: Community Fundraiser Directorate: Charity - Fundraising**

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| Criteria | **Essential** | **Desirable** | **Method of Assessment** |
| Qualifications and Training | * 5 GCSE’s above grade C
* Computer literate to intermediate level with strong abilities in Microsoft Office
 | * 3 A levels or NVQ
* Educated to degree level (or equivalent experience)
 | * Application form
* Interview
* Certificates
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| Experience and Knowledge | * Experience of providing excellent customer care
* The ability to write in plain, jargon-free English
* Familiarity with a range of events and community fundraising ideas
 | * Formal or informal fundraising experience
* Experience of delivering presentations
* Experience of working to targets
* Experience of managing multiple successful relationships
* Experience of using a database
* Experience of using Raiser’s Edge database
 | * Application form
* Interview
* Certificates
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| Skills and Ability | * Full driving licence and use of a car
* Comfortable speaking in front of groups and at different levels
* Ability to enthuse and motivate
* A team player with the ability to work flexibly and independently, to fundraising targets
* Sensitive to the interests of supporters at all times
* Excellent written and oral communication skills
* Excellent organisation and time management skills.
* Ability to work to deadlines
* Ability to interact with a wide variety of people in different circumstances, to achieve positive financial outcomes and to establish long-term relationships and partnerships
* Creative thinker who is quick to respond to opportunities
 | * Ability to deliver engaging presentations to a range of different audiences
* Fundraising knowledge appropriate to the role
* Knowledge of design programmed such as Adobe InDesign
* Experience of dealing with bereaved families, friends and carers
 | * Application form
* Interview
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| Personal Qualities | * Calm under pressure
* Friendly, helpful and supportive to staff and donors
* Polite
* Team worker
* Conscientious
* Confident
* Dedicated
* Belief in the work of the Charity within the NHS
* Flexibility and a willingness to work evenings and weekends as required
* Ability to maintain confidentiality
 | * Desire to develop a career in fundraising
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