**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 |
| 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 |
| 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 |
| 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 |  |