

Person Specification: Fundraiser

	ESSENTIAL	DESIRABLE
EXPERIENCE	<ul style="list-style-type: none"> • At least two years experience of managing a fundraising programme, or five years experience of fundraising. • Producing strategic fundraising plans • Preparing funding proposals • Public speaking 	<ul style="list-style-type: none"> • Producing leaflets and other resources • Working in a small/medium sized charity. • Working with volunteers
SKILLS, KNOWLEDGE & ABILITIES	<ul style="list-style-type: none"> • Excellent written and verbal communication skills. • Ability to work unsupervised. • Able to work with limited resources • Knowledge and use of PC applications • Excellent time management skills • Knowledge or experience of development issues 	<ul style="list-style-type: none"> • Knowledge of French. • Budgetary skills • Familiarity with Microsoft Word and Access • Basic layout and design skills
QUALIFICATIONS	<ul style="list-style-type: none"> • A clean driving licence 	
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Ability to relate to people from different backgrounds and cultures. • Ability to work as part of a team. • Commitment to equality and social justice. 	<ul style="list-style-type: none"> • An interest in hand tools and /or trades • Enjoys public speaking
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> • Readiness to work occasional weekends and evenings. 	.