

## **Project Development Officer and Fundraiser**

### **Person specification**

#### **Essential**

- An understanding of issues surrounding Development and the relationship with project based work.
- A good track record of fundraising and managing a fundraising programme.
- Demonstrable experience of project design (from idea to implementation) and of project assessment, monitoring and evaluation.
- Demonstrable skills in writing project funding proposals and reports.
- Demonstrable ability to handle financial data, specifically in drawing up project budgets.
- Experience of working with a range of funding bodies.
- Demonstrable appropriate interpersonal skills.
- Good command of written and spoken English.
- Ability to use a personal computer for word processing and databases and in particular MS Word and Access.
- Sympathy with the purpose and values of Tools for Self Reliance.

#### **Desirable**

- Experience of working with other people from different cultural and social backgrounds.
- Knowledge of researching development issues.
- An interest in technology.
- Working in a small, under-resourced workplace.