

PERSON SPECIFICATION

Job Title: Senior Fundraising Officer

Location: Head Office

Review Date: September 2016

Knowledge and Qualifications:

	E	D	Method of Assessment
• GCSE or equivalent in English and mathematics	✓		A
• NVQ Level 3 or equivalent experience	✓		A
• Educated to degree level or equivalent		✓	A
• Member of the Institute of Fundraising (or suitably qualified to be eligible for membership)		✓	A
• Knowledge of good research avenues to support the identification of funding opportunities.	✓		A
• Awareness and understanding of domestic violence and the work undertaken by WAIL.		✓	I

Recent & Relevant Experience:

	E	D	Method of Assessment
• At least 3 years' experience of fundraising within the voluntary sector.	✓		A/I
• Experience of fundraising from a wide & diverse range of sources, including community fundraising.	✓		A/I
• Experience of developing and implementing fundraising plans	✓		A/I
• Effective and efficient administration of funding agreements/contracts (e.g. claim and budget monitoring/management)	✓		A/I
• Writing successful funding and grant applications including community grants and Big Lottery Funding.	✓		A/I
• Demonstrable experience of making applications to Trusts and Foundations with a successful outcome.	✓		A/I
• Experience of the production of fundraising, marketing and promotional materials including the use of appropriate social media.	✓		A/I
• Experience of working in a public and community engagement environment	✓		A/I
• Experience of supervising and supporting volunteers and those participating on work experience programmes	✓		A/I

Skills & Competencies:

	E	D	Method of Assessment
<ul style="list-style-type: none"> • Excellent interpersonal skills with the ability to develop effective working relationships with people at all levels internally and externally. 	✓		I
<ul style="list-style-type: none"> • Excellent communication skills, both written and verbal, including report writing skills to a high standard and with the ability to communicate effectively with a range of people. 	✓		A/I
<ul style="list-style-type: none"> • Competence in the set up and use of office and other software applications, specifically Word, Excel, Databases, Publishing and E-mail. 	✓		A/I
<ul style="list-style-type: none"> • Excellent organisational skills and the ability to work to tight deadlines. 	✓		I
<ul style="list-style-type: none"> • Be able to work independently and as part of a team 	✓		I
<ul style="list-style-type: none"> • Be adaptable to frequently changing priorities and demands as required. 	✓		I
<ul style="list-style-type: none"> • Ability to problem solve. 	✓		I
<ul style="list-style-type: none"> • Ability to focus on customer needs and to deliver exceptional customer service 	✓		I

Other:

	E	D	Method of Assessment
<ul style="list-style-type: none"> • A good understanding of the importance of confidentiality, anti-discriminatory practice and health and safety procedure and their application in practice. 	✓		I
<ul style="list-style-type: none"> • Willingness to carry out the policies and procedures of WAIL and to work to agreed guidelines and codes of conduct. 	✓		I
<ul style="list-style-type: none"> • An understanding of domestic violence and demonstrable commitment to women's, children's and young people's rights and WAIL's vision and values. 	✓		I

Key –

[E] = Essential Criteria

[D] = Desirable Criteria

Method of Assessment

[A] = Application (Form or CV) [I] = Interview

[T] = Psychometric or other Tests