

### PERSON SPECIFICATION

<b>Post:</b>	Events Fundraiser
<b>Department:</b>	Fundraising

	Essential Criteria	Desirable Criteria
<b>Basic Education / Training</b>	<ul style="list-style-type: none"> <li>• Good IT Skills including knowledge of and Excel, and database experience</li> <li>• Educated to A Level standard or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Further study in Events Management</li> </ul>
<b>Knowledge/ Skills/Ability</b>	<ul style="list-style-type: none"> <li>• Excellent organisation skills</li> <li>• Good administration skills</li> <li>• Good eye for detail</li> <li>• Good written and Verbal communication</li> <li>• Ability to work to a financial target</li> <li>• Ability to work in a fast paced environment</li> <li>• Ability to manage volunteers</li> </ul>	
<b>Background/ Record of Achievement</b>	<ul style="list-style-type: none"> <li>• Previous experience working at events</li> <li>• Experience of working in a customer facing environment</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of creating risk assessments</li> <li>• Previous experience in a fundraising environment</li> <li>• Previous experience of managing an event</li> </ul>
<b>Qualities/ Attributes</b>	<ul style="list-style-type: none"> <li>• Team Player</li> <li>• Creative thinker</li> </ul>	
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Full Driving License</li> <li>• Ability to work evenings and weekends</li> </ul>	Knowledge of Donorflex or other fundraising database