

PERSON SPECIFICATION

Post:	Events Fundraiser
Department:	Fundraising

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