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**PERSON SPECIFICATION – Fundraiser**

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| **PERSON SPECIFICATION** | **ESSENTIAL OR DESIRABLE** |
| **Skills and abilities** |  |
| Experience of working within the voluntary sector and with volunteers | D |
| Experience of planning, implementing and developing fundraising strategies | E |
| Experience of organising fundraising events | E |
| Experience of completing, submitting and reporting on funding bids  | E |
| Ability to liaise with and build relationships with funders and donors | E |
| Ability to build relationships with key stakeholders, agencies and organisations both voluntary and statutory. | E |
| Experience of working to deadlines, reporting and keeping accurate records | E |
| Good level of IT skills, and the ability to use a range of software such as Excel and Microsoft word. | E |
| Experience of using social media platforms i.e. Facebook | E |
| Excellent planning and organisational skills | E |
| Good oral and written communication skills | E |
| Ability to prioritise tasks and take appropriate action | E |
| Excellent team worker | E |
| Ability to travel independently across Redcar & Cleveland | D |
| Understanding of Footprints Projects, especially Trussel Trust and Foodbank | D |
| Commitment to equal opportunities and the ability to recognise the needs of different service users. | E |
| **Personal Qualities** |  |
| Excellent communication and listening skills with clear professional boundaries | E |
| Polite and friendly manner | E |
| Honest and reliable | E |
| Evidence of own continuous personal and professional development. | D |
| Self-motivated and able to work both independently and as part of a team, committed to an ethos of continuous improvement | E |

**Hours and Place of Work**

20 hours per week

The charity is based within central Redcar – 10 Queen Street, TS10 1DY

**Salary**

1-year fixed term contract

£25,025 pro rata

**Holidays**

5 weeks paid holiday per year plus Bank Holidays

Extra day for Birthday

Holiday purchase scheme

Employee Health Care plan after successful probation period