

PERSON SPECIFICATION

(Supporting the Policy on Equal Opportunities in Employment)



VOLUNTEER & COMMUNITY FUNDRAISING OFFICER DETAILS

Department: Fundraising

Location: Head Office

Band: 5

Status: As per contract

Hours: As per contract

Reporting to: Volunteer, Regional & Community Fundraising Manager

FACTOR	ESSENTIAL	DESIRABLE
Qualifications & Experience	<ul style="list-style-type: none">• Educated to a degree level or equivalent qualifications/ experience• 2-3 years' experience in a community fundraising environment	<ul style="list-style-type: none">• Understanding of fundraising principles• Experience of volunteer and regional fundraising• Experience in marketing and digital engagement• A proven track record of developing relationships with volunteers, community supporters and maximising their fundraising efforts
Skills & Knowledge Range and level of skills	<ul style="list-style-type: none">• Good research skills• Computer literate with excellent working knowledge of Microsoft Office (Word, Excel, PowerPoint, Outlook)	<ul style="list-style-type: none">• Working knowledge of Raiser's Edge – able to update records and run queries• Up-to-date knowledge of the charity sector• An understanding of the military community
Personal Attributes The personal qualities required e.g. exercising initiative, organising, problem solving	<ul style="list-style-type: none">• Excellent communication skills, both written and oral, and able to communicate with a wide range of people• Highly organised individual, able to work to tight deadlines• Positive self-starter, keen to find better ways to deliver tasks and objectives• Keen to help others achieve their objectives – an excellent team worker• Calm and positive under pressure.	

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	<ul style="list-style-type: none">• Strong attention to detail• Strong commitment to quality and customer care• Empathy with the work of Combat Stress	
Other Requirements	<ul style="list-style-type: none">• DBS/Disclosure Scotland• Be flexible to travel and work evening and weekends as required• Full UK Driving Licence	<ul style="list-style-type: none">• To have a good understanding of GDPR and the implications for fundraising