

### Person Specification

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| **Job Title:** | **Business Development Co-ordinator** |
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| Knowledge & Understanding | * Evidence of experience and/or qualifications at SCQF Level 9 * Evidence of continuous professional development. * Experience of leading and managing staff. * Experience of supporting Senior Management. * Understanding of the need to manage information in a sensitive and appropriate manner. * Recent experience of working in a fundraising environment. |
| Communication, numeracy and ICT skills | * Excellent communication and interpersonal skills with staff, management, clients and external parties. * Able to cultivate positive relationships and motivate others involved in fundraising activities and project work. * Commitment to team working, building on the strengths and enthusiasm of others. * Good presentation skills and ability to represent the organisation at events and external meetings * Able to relate statutory/legal language in a manner that can be understood by all. * Good level of numeracy and literacy. * Compile accurate reports appropriate to all aspects of the post. * Develop knowledge and understanding of internal IT systems e.g. CASTLE/Advisernet to support effective checks on casework. * Use digital platforms to promote fundraising opportunities and income to the organisation. * Operate to the high standards of the company ensuring attention to detail and accuracy of work. |
| Generic cognitive skills, such as evaluation or analysis | * Innovative in approach to work to drive decision making to develop and improve service delivery. * Keen analytical skills, able to collate, review and interpret data. * Ability to identify, report and/or solve problems quickly and efficiently. * Ability to create and manage systems to ensure effective service deliver. |
| Autonomy & Accountability | * Ability to work on own initiative, prioritise work and manage pressure. * Dependable, reliable, trustworthy and approachable. |
| Practice: applied knowledge, skills and understanding | * Enthusiastic, innovative, highly motivated, creative, focused approach to fundraising and implementation and development of services. * Demonstrate ability to provide support and effective management of a range of staff teams and projects. * Ensure quality and performance standards are maintained in line with the standards set for the organisation. * Flexible approach to work to meet the demands of the post. * Clear understanding of the importance of excellence in service delivery. * Willingness to learn and develop new skills. * Experience of peer checking or auditing casework. * Have an understanding of social policy related work and how to apply this in a work environment. * Knowledge of Health and Safety legislation. |
| Other | * Able to travel throughout the region |
| Values and attitudes | * An understanding and commitment to the aims and principles of the CAB service and to the policies and procedures of the organisation. |