

### Person Specification

|  |  |
| --- | --- |
| **Job Title:** | **Business Development Co-ordinator** |
|  |  |
| 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.
 |