**PERSON SPECIFICATION**

**Essential**

* A successful track record of winning fundraising bids and preparing innovative applications – minimum of 5 years’ experience
* Have experience in writing applications to Local Authorities, Charitable Trusts and Corporate Foundations
* The ability to engage potential supporters and ensure they understand our cause
* The ability to build and maintain strong fundraising relationships within the community
* A proven track record of delivery
* Excellent presentation skills
* Confident IT user

**Desirable**

* Relevant professional qualification
* Experience managing public social media platforms
* Knowledge of the third sector and of relevant practises and regulation
* A full clean driving license
* A working understanding of the third sector

**Personal Characteristics**

* Brings passion and energy to the role
* Committed to continuous improvement
* Balances being a “people” person with getting the job done
* Makes things happen through applying a proactive and positive attitude at all times.
* Good listener
* Retains focus and composure when under significant pressure.
* Is open to and leads change.
* Is prepared to be flexible and willing to carry out other duties as reasonably requested.
* Commitment to the ethos of the voluntary sector
* Attention to detail

**Key competencies**

* Able to work to targets
* Able to build relationships at all levels
* Able to plan effectively many different priorities over long periods of time
* Able to think laterally and strategically to solve problems