



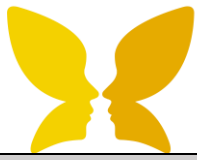
Person Specification

Job Title: Trusts and Grants Fundraiser

This person specification seeks to define a person most suited for the post.

Candidates will be required to meet all the essential requirements and if possible, the desirable ones. Reference to these must be included in your application form and will help in the selection of candidates for interview.

Attributes	Essential	Desirable	How Assessed
Experience and knowledge			
Educated to degree level or equivalent		YES	A/D
Relevant professional qualification accredited by the Institute of Fundraising		YES	A/D
Some fundraising experience and a track record of significant successes	YES		A/I
Evidence of successful use of the key ingredients of the following aspects of fundraising: Trusts and Foundation	YES		
Experience in using all aspects of Microsoft Office and establishing / developing effective fundraising databases	YES		A/I
Planning and managing time, budgets and evidence of meeting targets	YES		A/I
Dealing with external contacts often at a senior level		YES	A/I
Skills and Abilities			
Ability to work to a consistently high standard	YES		A/I
Ability to work in an organised, timely and methodical manner	YES		A/I
Ability to act on own initiative, with flexibility and to deadlines	YES		A/I
Ability to work as part of a team		YES	A/R



Bright Hope

in North West Leicestershire

Attributes	Essential	Desirable	How Assessed
Willingness to take personal responsibility for the standard of work carried out	YES		I
Reliable and punctual	YES		I/R
Positive and flexible attitude to work	YES		I/R
Excellent interpersonal skills	YES		I/R
Other			
Good attendance level	YES		R
Full driving licence and access to a vehicle	YES		A/D
Suitable place to work at home		YES	A/I
To work within the charity's Confidentiality Policy with respect to confidential or sensitive information	YES		I
To have a good knowledge of the area of North West Leicestershire		YES	I
The post holder will need to undertake a Disclosure and Barring Enhanced Service check (DBS)	YES		I

Methods of Assessment

A = Application form

I = Interview

R = References

D = Documentary Evidence