

St John's Hospice

Person Specification – Events and Corporate Fundraiser

Requirement	Essential	Desired	How Assessed*
Education / Qualifications	Good standard of education to GCSE level or equivalent.	Additional academic or vocational training Member of the Institute of Fundraising.	Application Form
Experience	Experience of working in either a Fundraising, Sales or Marketing environment Experience of delivering excellent customer service skills to internal and external supporters/customers Experience of using a database system to record communications with supporters/customers	Previous experience of organising any type event Previous experience of working in the 'third sector'. Experience of being a volunteer or working with volunteers.	Application Form/ Interview
Knowledge and Skills	Working knowledge of Microsoft Office applications. Basic knowledge of social media platforms e.g. Facebook, Twitter and Instagram Strong team working skills, with ability to work on own initiative and problem solve. Intelligent communicator with good writing and presentation skills Well-developed ability to organise and prioritise workload and projects Skilled at developing and maintaining internal and external working relationships at all levels Ability to work under pressure and exercise judgement when dealing with enquiries	Knowledge of Health & Safety and undertaking risk assessments	Application Form/ Interview
Values and personal attributes	Empathy with the charitable aims of the Hospice Confident, approachable and professional behaviour Calm and approachable Ability to multi-task 'Can do' attitude with a flexible approach to working evenings and weekends when required to support events and activities (up to 10 weekends per year)		Application Form/ Interview

Other requirements	<p>Enhanced DBS Disclosure (supervise child/vulnerable adult volunteers)</p> <p>Full UK driving licence (manual transmission). Access to own vehicle during working hours (Business use insurance required)</p> <p>Physically fit and capable of regularly lifting and carrying equipment/materials up to approx. 10 kilos.</p>		<p>Post appointment</p> <p>Documentary evidence post appointment</p> <p>Occupational Health</p>
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*** Shortlisting candidates for interview –** We will shortlist candidates for interview by scoring against the above essential and desired criteria. Please tell us in your application and 'Supporting Information' section how you meet the requirements we are asking for.