

Person Specification – Fundraising Apprentice

Requirement	Essential	Desired	How Assessed*
Education/ Qualifications	5 GCSEs (grades A–C / 4–9) including English and Maths, or equivalent.		Application Form/ Certificates
Experience		Experience of employment / customer service environment	Application Form Interview
Knowledge and Skills	Excellent written and verbal communication skills. Proficiency in IT, including Word, Excel, PowerPoint, and online forms. Strong organisational and time management skills. Ability to work independently and meet deadlines. Good decision-making and problem-solving skills. Confidence in building and maintaining effective relationships. Customer service orientation and attention to detail.		Application Form/ Interview
Values and personal attributes	A genuine passion for the charity sector. Strong work ethic and a proactive attitude. Resilience and a positive attitude. Alignment with the vision and values of St John's Hospice. A collaborative mindset and ability to thrive in a busy team environment.	Evidence of honesty, reliability and enthusiasm	Application Form Interview References
Other	Full, clean driving licence and access to a car with business insurance.		Application Form Interview
Disclosure & Barring Enhanced/Standard	Standard Disclosure		

*** 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.