

## Addictions Support & Counselling (ASC) – Forth Valley

### Person Specification for Fundraising Officer

Competence	Essential	Desirable	Demonstrable through
<b>Qualifications</b>			
1. Recognised qualification or training award in fundraising, finance, administration, business studies, office management, equivalent to a minimum of SVQ Level Four (that includes Higher National Diploma (HNC), Degree and above).	<b>X</b>		Qualifications record / Certificates
<b>Experience</b>			
2. Minimum three years of demonstrable experience and proven ability of grant fundraising, commissioning –from charitable trusts or statutory funders, (ideally both), and meeting targets.	<b>X</b>		Application & Interview
3. Experience of Digital fundraising.		<b>X</b>	Application
4. Experience of Cooperate sponsorship & fundraising.		<b>X</b>	Application
5. Experience of working with or familiarity with the needs of vulnerable people within the voluntary sector.		<b>X</b>	Application
<b>Knowledge and skills</b>			
6. Understanding of funding sources and financial management processes for charitable organisations and community based social enterprises.	<b>X</b>		Application & Interview
7. High level of verbal and written communication skills.	<b>X</b>		Application & Interview
8. High level of presentation and report writing skills.	<b>X</b>		Application & Interview
9. Ability to work at strategic planning and implementation levels in order to achieve desired outcomes.	<b>X</b>		Application & Interview
10. Strong IT skills including competency in using Microsoft office suite (Word, Access, Excel & Outlook) and specially the use of electronic databases to input, abstract, analyse and research information.	<b>X</b>		Application

11. Excellent organisational skills and the ability to prioritise work effectively to meet deadlines.	X		Application & Interview
12. Ability to support & develop volunteers for fundraising activities enthusiastically, flexibly and creatively.	X		Application & Interview
13. To work collaboratively with management team to contribute towards policy development and implementation.		X	Application

<b>Skills, Disposition/Attitude</b>			
14. Empathy with the aims and values of ASC and the ability to relate and interact purposefully with service users, families, staff, Board of Directors and other stakeholders.	X		Application & Interview
15. Dynamic personality with the high level of professionalism and excellent persuasion and influencing skills.	X		Application & Interview
16. Self-starter, resilient, persistent, driven, and ability to use own initiative.	X		Application

<b>Other</b>			
17. Driving license and access to a vehicle during working hours.		X	Application

May 2020