

**Person Specification: Fundraising Development Lead**

Essential, desirable skills, abilities, experience, knowledge and special requirements for the post.

Your suitability for this role will be assessed from your completed Application Form, during your Interview and, if appropriate, while delivering any requested presentations.

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|  | ***Essential or Desirable*** |
| **SKILLS** |  |
| You have proven communication skills | ***Essential*** |
| You have high quality customer service skills. | ***Essential*** |
| You have proven relationship building skills.  | ***Essential*** |
| You are a highly organised and efficient individual. | ***Essential*** |
| You are highly motivated and a self-starter | ***Essential*** |
| You are an effective problem solver. | ***Essential*** |
| You have strong reporting and evaluation skills. | ***Essential*** |

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| **KNOWLEDGE** |  |
| You will be confident in your ability to use IT and Microsoft Packages. | ***Essential*** |
| Use of online giving platforms or third party event platforms. | ***Desirable*** |
| Fundraising regulations and compliance.  | ***Desirable*** |
| Use of telephony, video call and online digital platforms, such as Zoom / Teams. | ***Desirable*** |
| The aims and objectives of CACE. | ***Desirable*** |

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| **EXPERIENCE** |  |
| You have at least 12 months experience of a voluntary or paid fundraising role. | ***Essential*** |
| You have experience of the charity sector and/or working with volunteers.  | ***Essential*** |
| You have experience of delivering presentations.  | ***Essential*** |
| You have experience of partnership working.  | ***Desirable*** |
| You have created and delivered activities from concept to evaluation.  | ***Essential*** |
| Experience of working with or supporting older or vulnerable people.  | ***Desirable*** |
| You have experience of community development work. | ***Desirable*** |
| You have experience of risk assessments | ***Desirable*** |

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| **QUALIFICATIONS** |  |
| Educated to SQA Higher Level qualifications or further education equivalent.  | ***Essential*** |
| Qualification in English language. | ***Essential*** |
| Qualification or Training in IT, Data Management, Evaluations, Website Design or Communications.  | ***Desirable*** |

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| **EQUALITIES** |  |
| Equal Opportunities Role. | ***Essential*** |

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| **OTHER** |  |
| You have a UK Driving Licence and access to your own vehicle.  | ***Essential*** |
| Member of the Chartered Institute of Fundraising. | ***Desirable*** |