**Person Specification – Funding Officer**

This form also indicated hoe the different requirements may be assessed during the selection process:

**A = Application Form, I = Interview, E = Exercise**

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|  | **Method Of Assessment** |
| **Essential** | **A** | **I** | **E** |
| Creative and innovative in securing income from a range of sources | **X** | **X** |  |
| **Experience of writing funding applications and or commercial bids**  | **X** | **X** | **X** |
| **Experience of writing interim reports to stakeholders**  | **X** | **X** |  |
| **Experience of devising fundraising opportunities with commercial partners** | **X** | **X** | **X** |
| **Effective organisation skills and good time management**  | **X** | **X** | **X** |
| **Experience of and competent working with Microsoft Office suite; including Word, Excel, SharePoint and Forms** | **X** | **X** | **X** |
| **Excellent analytical skills, ability to analyse statistical information, budgets and management accounts**  | **X** | **X** |  |
| **Personable, excellent team player**  | **X** | **X** |  |
| **Confident networker, good at developing corporate relationships and ability to build relationships with external colleagues at local and national level**  | **X** | **X** |  |
| **Experience of sound judgement, influencing and negotiating skills** | **X** | **X** |  |
| Excellent communication and presentational skills, with the ability to communicate successfully at all levels to a variety of audiences.   | **X** | **X** | **X** |
| **Desirable** |
| Educated to Degree level (SCQF 9) | **X** |  |  |
| **Awareness of local and national funding opportunities across the third sector that focus on early intervention family support** | **X** | **X** |  |
| **Experience of representing the organisation to a broad range of stakeholders, local third sector partners, leaders and funders locally and regionally**  | **X** | **X** |  |
| **Experience in extracting and analysing data from CRM Systems** | **X** | **X** |  |