

Person Specification

**Job title:** Fundraising Officer (Events) Scotland

**Organisation**: Scottish Huntington’s Association

**Date prepared**: May 2025

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|  | **Essential** | **Desirable** |
| 1. **Qualifications** | HND in Events Management | IOF/CIOF Certificate in Fundraising or  alternative.  BA (Hons) International Festival and  Event Management or International  Tourism and Events Management |
| 1. **Knowledge &**   **experience** | Experience in fundraising, sales, events or community engagement  Experience working with a wide range of people  Experience of public speaking or confidently talking to and presenting to groups of people  Extensive experience of motivating people to action and supporting individuals to strengthen and cultivate relationships  Experience of project management, monitoring, evaluation and running projects to a deadline  Awareness, and experience of, using a range of digital platforms  Knowledge and understanding of Gift Aid,  Data Protection Laws and fundraising  regulation standards and best practice  Experience in managing and achieving  financial income targets.  Proven ability to copywrite for marketing.  Experience of using a CRM database  (Beacon/eTapestry/Raiser’s Edge/NXT).  Excellent administrative skills and   competence in the use of Microsoft Office   365. | Knowledge and experience of budget  management and financial record  keeping  Experience in managing volunteers  Experience of writing and updating   risk assessments  Experience in creating marketing  graphics on Canva or Adobe InDesign  Understanding of Huntington’s disease  or other neurological conditions |
| 1. **Skills** | Excellent written and oral communication skills to persuade and engage  The ability to tailor communication to connect with people of different ages, cultures, socio-economic backgrounds and professions  Excellent attention to detail and accurate record keeping  Ability to work on own initiative and as part of a team  Ability to co-ordinate and meet deadlines with competing priorities and to work flexibly whilst juggling multiple projects.  Excellent creative thinking to create new events, community connections and develop new areas of growth  Ability and desire to ‘hit the ground running’ and integrate into a fast-moving environment  Ability to understand what motivates individuals to fundraise and donate, and to respond appropriately | Knowledge and understanding of the effective use of Beacon (or other  CRM) and data management to deliver  results |
| 1. **Personal qualities** | Naturally confident, outgoing personality  with excellent interpersonal skills  Self-starter, resilient with a “can-do”  attitude and willingness to try new things  and learn from experience and others  Capacity to use initiative but also work as  part of a team  Professional, diplomatic and able to  maintain confidentiality  An understanding of, and alignment with,   the charity’s values |  |
| 1. **Communication** | Effective written and verbal reporting skills  A good communicator (face-to-face,  presentations, etc.) with the ability to  create and maintain relationships using a  variety of media |  |
| 1. **Planning and organisational Skills** | Competence to plan, organise, and manage multiple priorities and the ability  to successfully prioritise tasks  Organised with excellent attention to detail  Effective time management skills and ability to meet deadlines |  |
| 1. **Other** | A clean driving licence and access to a vehicle daily.  Flexible approach with a willingness to work weekends and evenings and to travel throughout Scotland, as necessary.  Commitment and promotion of equal opportunities and anti-discriminatory practices at work.  Commitment to the principles of confidentiality and General Data Protection Requirements.  Awareness of personal responsibility concerning health and safety.  Willingness to participate in professional development. |  |