

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 engagementExperience working with a wide range of people Experience of public speaking or confidently talking to and presenting to groups of peopleExtensive experience of motivating people to action and supporting individuals to strengthen and cultivate relationshipsExperience of project management, monitoring, evaluation and running projects to a deadlineAwareness, 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 engageThe ability to tailor communication to connect with people of different ages, cultures, socio-economic backgrounds and professions Excellent attention to detail and accurate record keepingAbility to work on own initiative and as part of a teamAbility 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 growthAbility and desire to ‘hit the ground running’ and integrate into a fast-moving environmentAbility 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 abilityto successfully prioritise tasks Organised with excellent attention to detailEffective 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. |  |