

**PERSON SPECIFICATION**

**POST: Head of Fundraising & Community Development**

**BAND: 8A**

Job Requirements	Essential Requirements	Desirable Requirements	How assessed
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"> <li>Masters level qualification or equivalent experience in a relevant discipline</li> </ul>	<ul style="list-style-type: none"> <li>Fundraising qualification from Institute of Fundraising or similar</li> </ul>	Application form.
<b>Experience</b>	<ul style="list-style-type: none"> <li>Demonstrable track record of success in planning, delivering and evaluating fundraising campaigns</li> <li>Experience of fundraising event planning and management</li> <li>Experience of leading strategy and policy development</li> <li>Highly effective fundraiser with a track record of significant donations, managing and delivering a major campaign and general skills in marketing, communications, external relations and community building.</li> <li>Experience in identifying, approaching and engaging fundraisers, corporate sponsors, philanthropic organisations and high net worth individuals</li> <li>Experience in delivering professional presentations about fundraising campaigns to potential donors.</li> <li>Able to present an articulate and compelling vision of the Trust's strategic and operational priorities to engage with, and secure support from, fundraisers and donors.</li> <li>Advanced use in Microsoft office application including Word Excel and Powerpoint</li> <li>Experience of managing a complex portfolio of complex projects to demanding and often conflicting deadlines.</li> <li>Proven experience in establishing strong working relationships with a range of internal and external stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in the NHS or similar public sector organisation</li> <li>Experience of line managing fundraising staff</li> <li>Experience of co-ordinating and guiding the efforts of volunteers and community fundraisers</li> </ul>	Application form. Interview. References.
<b>Skills/ Knowledge</b>	<ul style="list-style-type: none"> <li>Comprehensive grasp of fundraising tools and techniques</li> <li>Understanding of legal and regulatory implications of fundraising and community development activities.</li> </ul>		Application Form. Interview. References.

**Our Signature Behaviours**



Do what we say we will do



No delays, every day



We listen, we learn, we lead



Work together, celebrate together

	<ul style="list-style-type: none"> <li>• Ability to work collectively across a variety of teams and various projects.</li> <li>• Strong influencing skills.</li> <li>• Resilience and ability to deal with rejection.</li> <li>• Ability to deliver on project work and see things through to completion.</li> <li>• Strong strategic planning and coordination skills.</li> <li>• Excellent verbal and written communication skills including clear report writing and presentation of such to senior management and trust committee.</li> <li>• Ability to negotiate and influence effectively with internal and external stakeholders, up to and including Board level and high net worth individuals.</li> <li>• Create Manage and maintain electronic and manual databases.</li> <li>• Compentent to interrogate, manipulate and challenge complex data</li> <li>• Well-developed problem solving skills.</li> <li>• Ability to influence, communicate and build trusting releationships</li> </ul>		
<p><b>Personal Qualities</b></p>	<ul style="list-style-type: none"> <li>• Has the, confidence and composure to manage the most challenging of conversations.</li> <li>• Self-motivated and able to motivate others</li> <li>• Able to work using own initiative</li> <li>• Able to work credibly at all levels</li> <li>• Ability to remain calm under pressure</li> <li>• Diplomacy, tact, persuasive</li> <li>• Flexible working practices and ability to work as part of a team and manage own workload under minimal supervision.</li> <li>• High levels of personal resilience, drive and energy</li> <li>• Able to maintain confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>• Assertiveness without aggression</li> </ul>	<p>Interview. References.</p>
<p><b>Other Job Requirements</b></p>	<p>Flexibility in working hours and the ability to work outside office hours as required. Ability to travel Prepared to visit members of staff working within the clinical environment Conscious of appropriate image and self presentation</p> <p><u>Standard Clauses</u> A Disclosures and Barring Service check will be carried out where the position is</p>		

Our Signature Behaviours



Do what we say we will do



No delays, every day



We listen, we learn, we lead



Work together, celebrate together

	<p>eligible for a Disclosures and Barring Service Check in accordance with the 2012 Protection of Freedom Act and the guidance issued by the DBS.</p> <p>All posts working with children or vulnerable adults are required to have an Enhanced DBS checked including checking against DBS / ISA Vetting and Barring lists.</p>		
--	--	--	--

**Our Signature Behaviours**



Do what we say we will do



No delays, every day



We listen, we learn, we lead



Work together, celebrate together