

**RAINBOWS HOSPICE FOR CHILDREN AND YOUNG PEOPLE  
PERSON SPECIFICATION**

**Community Fundraiser**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		<ul style="list-style-type: none"> <li>• Member of the Institute of Fundraising</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrable experience of initiating contacts and developing relationships with community groups, companies and individuals, and/or have the ability to speak confidently to them and identify fundraising opportunities</li> <li>• Evidence of organising successful appeals, events and/or initiatives</li> <li>• Experience of recruiting and working with volunteers and/or volunteer fundraising committees</li> <li>• Experience of retaining and growing relationships with customers/funders</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of fundraising for a similar organisation</li> <li>• Experience of motivating support from a wide range of groups and individuals</li> <li>• Familiar with working in a target driven environment</li> </ul>
<b>Skills, knowledge and attributes</b>	<ul style="list-style-type: none"> <li>• Knowledge of best practice systems and processes to retain and develop relationships with customers/funders</li> <li>• Excellent communication and presentation skills and the ability to write persuasive communications</li> <li>• Good administrative skills</li> <li>• Excellent organisational skills. The ability to prioritise diverse workloads and meet shifting demands</li> <li>• Full working knowledge of Database, Word, Excel and PowerPoint</li> <li>• Excellent inter-personal skills. The ability to achieve harmonious and productive working relationships with internal colleagues and external contacts</li> </ul>	
<b>Other factors</b>	<ul style="list-style-type: none"> <li>• Car Driver-valid UK driving licence</li> <li>• A willingness to travel within the area</li> <li>• Flexibility to work evenings and weekends as necessary</li> <li>• Physically fit to move equipment and set up and take down at Rainbows events (in line with Manual Handling Training)</li> <li>• Good understanding of and commitment to equal opportunities</li> <li>• Empathy with the aims and strategy of Rainbows and the ability to communicate these to others</li> </ul>	