

### Person Specification

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| **Job Title:** | **Fundraising and Development Officer** |
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| Knowledge & Understanding | * Evidence of experience and/or qualifications at SCQF Level 8
* Evidence of continuous professional development or recent graduate.
* Understanding of the need to manage information in a sensitive and appropriate manner.
* Recent experience of working in a fundraising environment or the enthusiasm to learn about this.
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| Communication, numeracy and ICT skills | * Excellent communication and interpersonal skills with staff, management, clients and external parties.
* Able to cultivate positive relationships and motivate others involved in fundraising activities and project work.
* Ability to complete application forms to an exceptional standard getting point across within a limited number of words.
* Good presentation skills and ability to represent the organisation at events and external meetings
* Ability relate statutory/legal language in a manner that can be understood by all.
* Excellent level of numeracy and literacy.
* Develop knowledge and understanding of internal IT systems e.g. CASTLE/Advisernet to allow useful reports to be used for funding applications.
* Use digital platforms to promote fundraising opportunities and income to the organisation.
* Operate to the high standards of the company ensuring attention to detail and accuracy of work.
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| Generic cognitive skills, such as evaluation or analysis | * Ability to recognise opportunities as they present.
* Keen analytical skills, able to collate, review, interpret and display data.
* Ability to identify, report and/or solve problems quickly and efficiently.
* Good time management skills.
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| Autonomy & Accountability | * Ability to work on own initiative, prioritise work and manage pressure.
* Dependable, reliable, trustworthy and approachable.
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| Practice: applied knowledge, skills and understanding | * Enthusiastic, innovative, highly motivated, creative, focused approach to fundraising and implementation and development of services.
* Able to work flexible hours as required by the service.
* Ensure quality and performance standards are maintained in line with the standards set for the organisation.
* Flexible approach to work to meet the demands of the post.
* Clear understanding of the importance of excellence in service delivery.
* Willingness to learn and develop new skills.
* Have an understanding of social policy related work and how to apply this in a work environment.
* Highly trustworthy with a firm understanding of confidentiality.
* Understanding of Health and Safety legislation.
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| Other | * Able to travel throughout the region
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| Values and attitudes | * An understanding and commitment to the aims and principles of the CAB service and to the policies and procedures of the organisation.
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