

### 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. |
| 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. |
| 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. |
| 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. |
| Other | * Able to travel throughout the region |
| 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. |