**Person Specification – Fundraising Officer**

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| CRITERIA | ESSENTIAL | DESIRABLE |
| Experience | 1. Demonstrable experience of successful fundraising.
2. Experience of writing proposals for a range funders (e.g. trusts, public sector, private sector, lottery, etc.)
 | 1. A relevant professional qualification
2. Experience of influencing and persuading others
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| Knowledge  | 1. Understanding of Scotland’s third sector, including challenges it faces.
2. Awareness of potential sources for funding of Drumchapel CAB’s activities and services.
3. Understanding of regulations and good practice related to charity fundraising.
4. Understanding of monitoring and evaluation and how to use evidence in funding proposals.
 | 1. Evidence of ongoing professional development
2. Understanding of our local community, including organisations and people.
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| Skills | 1. Able to organise own workload, meet timescales and deal with competing priorities
2. Good written, verbal and listening skills, including for presentations, influencing and negotiation.
3. Good numeracy skills.
4. Ability to engage potential funders, supporters and donors so they will understand and support our cause.
5. Confident in the use of IT including for proposal-writing, record-keeping, emails and internet research.
 | 1. Able to produce content for and co-ordinate social media platforms
2. A full UK driving license or other means of travelling to meetings or events in Glasgow and beyond
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| Personal Qualities and Other Criteria | 1. Committed to the ethos of the third sector and specifically of Citizens Advice Bureaux
2. Enthusiastic, motivated and willing to share ideas and learning
3. Committed to working in a team as well as on own initiative.
4. Willing to work flexibly and carry out additional duties as reasonably requested.
5. Willing to work outside office hours and travel in the course of work on occasion.
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