

Care for the Carers

PERSON SPECIFICATION

Fundraising Assistant

Qualifications	<ul style="list-style-type: none"> • A high standard of education at Level 3 or above 	Essential
Experience	<ul style="list-style-type: none"> • Excellent administration skills and attention to detail 	Essential
	<ul style="list-style-type: none"> • Excellent IT skills including experience with Excel and Word. 	Essential
	<ul style="list-style-type: none"> • Experience of providing excellent customer care 	Essential
	<ul style="list-style-type: none"> • Working knowledge and demonstrable experience of working with databases 	Desirable
	<ul style="list-style-type: none"> • Experience of working in administrative role within a busy office environment 	Desirable
	<ul style="list-style-type: none"> • Experience of working (paid or voluntary) in a fundraising environment 	Desirable
Skills & knowledge	<ul style="list-style-type: none"> • Organised, able to follow instructions, take responsibility of own work and manage changing priorities 	Essential
	<ul style="list-style-type: none"> • Ability to build strong, professional working relationships with colleagues, supporters and external partners 	Essential
	<ul style="list-style-type: none"> • Excellent verbal and written communication skills 	Essential
	<ul style="list-style-type: none"> • Strong attention to detail 	Essential
	<ul style="list-style-type: none"> • Strong team player, being able to adapt own work plans to support wider team and other colleagues. 	Essential
	<ul style="list-style-type: none"> • Knowledge of issues affecting unpaid carers 	Desirable
Personal qualities	<ul style="list-style-type: none"> • Enthusiastic, motivated and energetic 	Essential
	<ul style="list-style-type: none"> • A professional and hardworking team player with a positive and collaborative work ethic 	Essential
	<ul style="list-style-type: none"> • Possessing good judgment, sensitivity and discretion at all times 	Essential
	<ul style="list-style-type: none"> • Flexible, with ability to work occasional evenings and weekends 	Essential
	<ul style="list-style-type: none"> • Full driving license 	Desirable

September 2023