

**PERSON SPECIFICATION
Community Fundraiser**

REQUIREMENTS	ESSENTIAL	DESIRABLE
Education & Training	<ul style="list-style-type: none"> • High standard of education • Willingness to attend training days 	<ul style="list-style-type: none"> • Fundraising qualification
Previous experience	<ul style="list-style-type: none"> • Experience of developing, marketing and managing a number of successful fundraising initiatives • Experience of dealing with and motivating volunteer fundraisers 	<ul style="list-style-type: none"> • Work experience in the voluntary or statutory sector • Working with members of the public • PR or Marketing experience
Skills and knowledge	<ul style="list-style-type: none"> • Knowledge of current good practice in fundraising • Awareness of charity law, policy and regulatory environment within which charities operate • Excellent interpersonal skills • Good written and oral communication skills • Excellent IT skills • Good listening skills 	<ul style="list-style-type: none"> • Confidence in working with people at all levels • Good time management skills • Awareness of the needs of carers and people with care needs
Special Aptitudes	<ul style="list-style-type: none"> • Ability to organise and deliver fundraising events • Ability to work on own initiative and as part of a team • Self motivated with a positive “can do” approach • Ability to promote Crossroads 	
Attitude and temperament	<ul style="list-style-type: none"> • Ability to maintain good working relationships • High level of commitment • Professional attitude • Friendly and confident • Willingness to undertake out of hours work when necessary 	
Other requirements	<ul style="list-style-type: none"> • Reliable • Flexible • Car & telephone 	<ul style="list-style-type: none"> • Understanding of and commitment to Equal Opportunities