

Person Specification

Job Title	Event Fundraiser	Job No	
Directorate	Fundraising & Retail	Location	St Clare Hospice, Hastingwood
Grade		Hours	37.5 hours per week, Monday to Friday. Flexibility is required as there will be occasions when evening and weekend working will be necessary

	Essential Criteria	Desirable criteria
<ul style="list-style-type: none"> Education / Qualifications 	<ul style="list-style-type: none"> GCSE or equivalent grade C (pass) in English Language and Maths Educated to A level standard or equivalent 	<ul style="list-style-type: none"> Educated to degree level or equivalent Professional event management qualification
<ul style="list-style-type: none"> Experience 	<ul style="list-style-type: none"> Experience in a event planning, organising and co-ordinating Experience in dealing with health and safety issues and risk assessment Experience of working with volunteers Sound experience in project management Experience of making presentations to a range of audiences Experience of managing a number of projects at one time 	<ul style="list-style-type: none"> Experience of working with external agencies Experience of preparing and delivering verbal and written reports Experience in the production of printed materials
<ul style="list-style-type: none"> Skills / Knowledge 	<ul style="list-style-type: none"> Excellent organisational and planning skills Proven ability to plan and manage a project from conception to completion Knowledge of risk analysis procedures Sound knowledge of Word, Excel and Powerpoint Good understanding of database packages Knowledge/experience of the voluntary sector Current driving licence and access to vehicle to use for work purposes 	<ul style="list-style-type: none"> Knowledge of the Hospice Knowledge of Raisers Edge Knowledge of the Institute of Fundraising's Codes of Conduct
<ul style="list-style-type: none"> Communication Skills 	<ul style="list-style-type: none"> Enthusiastic, flexible and positive manner Excellent written communication skills Good public speaking and presentation skills Motivational skills 	
<ul style="list-style-type: none"> Qualities/Attributes 	<ul style="list-style-type: none"> Well organised and efficient Ability to manage and liaise with key supporters/ambassadors for events and deal with the general public Ability to work independently and as part of a team Good time management skills Ability to multi-task and use initiative Ability to manage and prioritise own workload 	<ul style="list-style-type: none"> Keen interest in people and enthusiasm for new projects

	<ul style="list-style-type: none">• Ability to work under pressure and to deadlines• Positive, self motivated and committed to achieving results• Good attention to detail and accurate in record keeping• Commitment to quality and best practice• Flexible approach to hours of work• Willing and able to work some weekends and evenings	
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