

Job Title:

Herefordshire Fundraising Executive

Dept.:

Charity

	Essential	Evidence
<p>A: EDUCATION QUALIFICATIONS AND TRAINING Level of education, specific qualifications, specialised training, training requirements for the job)</p>	<ul style="list-style-type: none"> GCSEs/equivalent qualifications or relevant experience which demonstrates equivalent academic skills A qualification from the Institute of Fundraising would be desirable 	<p>Application Form</p> <p>Certificates</p> <p>Registration</p> <p>Documents</p> <p>CPD Portfolio</p> <p>Interview</p>
<p>B: EXPERIENCE (Length, type and level of work-related experience)</p>	<ul style="list-style-type: none"> Experience of building and maintaining successful relationships with customers, clients or supporters Experience of working in a customer service role Experience of general office administration and support Experience of working to and achieving financial targets Experience of using a customer database, such as ThankQ or similar Experience of successfully working independently and as part of a team Experience of communicating with a wide range of audiences Experience of working/volunteering in a fundraising environment would be desirable. Experience of working with volunteers and/or supporters would be desirable 	<p>Application Form</p> <p>Interview</p>
<p>C: SKILLS KNOWLEDGE ABILITIES (Range and level of skills, depth of knowledge required for the job)</p>	<ul style="list-style-type: none"> Good communication skills, both verbal and written Ability to motivate others Able to problem solve and formulate plans. Able to act as an ambassador for the overall work of the charity Able to work flexibly, sometimes outside of normal office hours 	<p>Application Form</p> <p>Interview</p> <p>References</p> <p>CPD</p>

	<ul style="list-style-type: none"> ▪ Good numeracy and literacy skills ▪ Proficient IT skills including MS Office 	
<p>D: APTITUDES AND ATTRIBUTES (Communication and interpersonal skills, organisational skills, ability to work on own initiative, to strict protocols/procedures and time scales)</p>	<ul style="list-style-type: none"> ▪ Professional Appearance ▪ Reliability and commitment ▪ Well organised with excellent time management ▪ Honesty and integrity ▪ Self-motivated & enthusiastic ▪ Self-discipline ▪ Punctual ▪ Ability to multi-task ▪ Autonomous working ▪ High professional standards ▪ Attention to detail ▪ Prioritise workloads ▪ People person who understands customer care 	<p>Application form</p> <p>Interview</p> <p>References</p>
<p>E: OTHER JOB REQUIREMENTS (Physical/health requirements, specific requirements e.g. car owner/driver, full, clean, current UK Driving Licence)</p>	<ul style="list-style-type: none"> ▪ Passion and empathy for the cause ▪ Full driving licence with no endorsements or acceptable endorsements ▪ Car owner/driver ▪ Excellent attendance and time keeping ▪ Team worker ▪ Undertake full DBS/immigration/immunisations verification checks in line with MAAC policy and procedures. 	<p>Application form</p> <p>Interview</p> <p>reference</p>
<p>F: PERSONAL QUALITIES AND VALUES</p>	<ul style="list-style-type: none"> • RECEPTIVE - we define success as continuous improvement and aim for excellence in our live-saving services and community projects. • RESPECTFUL - we are a community-based organisation with a 'one team' culture that embraces and encourages honesty. • RESPONSIBLE - we aim to create the best possible future for everyone and thrive to place sustainability at the heart of everything we do. • RELEVANT - we are open to new ideas and ways of working across our clinical and charity operations, providing total transparency to all stakeholders. • RECOGNITION - we value our relationships - with staff, supporters and the wider communities we serve - working together to achieve the best possible patient outcome. 	<p>Application form</p> <p>Interview</p> <p>reference</p>

The Charity is committed to safeguarding and promoting the welfare of all stakeholders. All post holders are subject to a satisfactory Disclosure and Barring Service check (DBS) and satisfactory employment references, as well as identification, prohibition, qualification and barred list checks, which will be required before commencing duties