



Job Title: **Staffordshire Fundraising Executive**

Dept.: **Charity**

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



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



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.

**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**