



**Job Title:** **Community Engagement Executive**

**Dept.:** **Fundraising**

	<b>Essential/Desirable</b>	<b>Evidence</b>
<p><b>A: EDUCATION QUALIFICATIONS AND TRAINING</b> Level of education, specific qualifications, specialised training, training requirements for the job)</p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>GCSEs (Level 4/C - Maths and English) equivalent qualifications or relevant experience which demonstrates equivalent academic skills.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>Fundraising qualification</li> </ul>	<p>Application Form Certificates</p>
<p><b>B: EXPERIENCE</b> (Length, type and level of work-related experience)</p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Experience of coordinating tasks, people and activities.</li> <li>Experience of working in multidisciplinary teams and with a range of stakeholders.</li> <li>Experience of building and maintaining successful relationships with customers, clients and/or supporters.</li> <li>Experience of working in a customer/supporter-facing role.</li> <li>Experience of general office administration.</li> <li>Experience of working to and achieving financial targets.</li> <li>Experience of communicating with a wide range of audiences.</li> <li>Experience of working/volunteering in a fundraising environment.</li> <li>Experience of working with volunteers and/or supporters.</li> </ul>	<p>Application Form Interview</p>
<p><b>C: SKILLS KNOWLEDGE ABILITIES</b> (Range and level of skills, depth of</p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Knowledge of what motivates people to give to charity and how to support them to achieve a common end goal.</li> </ul>	<p>Application Form Interview References</p>



<p>knowledge required for the job)</p>	<ul style="list-style-type: none"> <li>• Good communication skills, both verbal and written.</li> <li>• Ability to manage multiple tasks any one-time, prioritising workload to meet competing deadline.</li> <li>• Proficient IT skills including MS Office.</li> <li>• Ability to motivate others.</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> </ul>	<p>CPD</p>
<p><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)</p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• People person who understands customer/supporter care.</li> <li>• Reliability and commitment.</li> <li>• Honesty and integrity.</li> <li>• Self-motivated and enthusiastic.</li> <li>• Punctual.</li> <li>• Autonomous working.</li> <li>• High professional standards.</li> <li>• Attention to detail.</li> <li>• Passion and empathy for the cause.</li> </ul>	<p>Application form          Interview          References</p>
<p><b>E: OTHER JOB REQUIREMENTS</b>          (Physical/health requirements, specific requirements e.g. car owner/driver, full, clean, current UK Driving Licence)</p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Full driving licence with no endorsements or acceptable endorsements.</li> <li>• Car owner/driver.</li> <li>• Willingness to travel across 6 counties where required.</li> <li>• Undertake full DBS/immigration verification checks in line with MAAC policy and procedures.</li> </ul>	<p>Application form          Interview          Reference</p>
<p><b>F: PERSONAL QUALITIES AND VALUES</b></p>	<ul style="list-style-type: none"> <li>• <b>RECEPTIVE</b> - We define <b>success</b> as continuous improvement and aim for <b>excellence</b> in our lifesaving 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> </ul>	<p>Application form          Interview          Reference</p>



- **RESPONSIBLE** - we aim to create the best possible **future for everyone** and strive 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.

**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**