



Job Title:

**Community Fundraising and Research
Executive**

Dept.:

Fundraising

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



<p>knowledge required for the job)</p>	<ul style="list-style-type: none"> • Good communication skills, both verbal and written. • Ability to manage multiple tasks any one-time, prioritising workload to meet competing deadline. • Proficient IT skills including MS Office. • Ability to motivate others. • Able to act as an ambassador for the overall work of the charity. • Able to work flexibly, sometimes outside of normal office hours. • Good numeracy and literacy skills. 	<p>CPD</p>
<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>	<p>Essential</p> <ul style="list-style-type: none"> • People person who understands customer/supporter care. • Reliability and commitment. • Honesty and integrity. • Self-motivated and enthusiastic. • Punctual. • Autonomous working. • High professional standards. • Attention to detail. • Passion and empathy for the cause. 	<p>Application form Interview References</p>
<p>E: OTHER JOB REQUIREMENTS (Physical/health requirements, specific requirements e.g. car owner/driver, full, clean, current UK Driving Licence)</p>	<p>Essential</p> <ul style="list-style-type: none"> • Full driving licence with no endorsements or acceptable endorsements. • Car owner/driver. • Undertake full DBS/immigration verification checks in line with MAAC policy and procedures. 	<p>Application form Interview 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 lifesaving services and community projects • RESPECTFUL - we are a community-based organisation with a 'one team' culture that embraces and encourages honesty. 	<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