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| colour logo **PERSON SPECIFICATION** | |
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| **POST** : Community Fundraising Co-ordinator **DATE**: January 2023  **REPORTING TO:** Chief Executive | |
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| **Description** | **Essential/ desirable** |
| Education and experience |  |
| Experience of creating, planning and organising fundraising, public relations or marketing activities | Essential |
| Qualification in Fundraising, Marketing or equivalent | Desirable |
| Experience of working with people who have a Sensory Loss | Desirable |
| Experience of working in a fundraising role | Essential |
| Experience of working in the voluntary/charity sector | Desirable |
| Experience of liaising with the media | Desirable |
| Experience of a wide range of fundraising techniques including digital media skills | Essential |
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| Knowledge, skills and abilities |  |
| Ability to persuade, influence and secure the commitment of others | Essential |
| Ability to remain up to date with changing fundraising trends | Essential |
| Ability to communicate well | Essential |
| Proven inter-personal and networking skills | Essential |
| Ability to manage and prioritise workloads | Essential |
| Ability to be flexible and work evenings and weekends where necessary | Essential |
| Ability to maintain records, as required | Essential |
| Be a member/join the Institute of Fundraising | Essential |
| Be self motivated | Essential |
| Be able to work on your own and as part of a team | Essential |
| Develop networks of contacts within the local business communities | Essential |