



PERSON SPECIFICATION

JOB TITLE: Head of Communications and Fundraising
RESPONSIBLE TO: Chief Executive

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	<ul style="list-style-type: none"> * Educated to Masters degree level (or equivalent experience) * Commitment to personal development / further training and continuous improvement * Fundraising or Management qualification 	<p>Institute of Fundraising Certificate in Fundraising Management / equivalent</p>	<p>Application Interview References</p>
EXPERIENCE	<ul style="list-style-type: none"> * Minimum 3 years as senior fundraising and communications manager. * Developing communications functions both internal and external * PR/Communications expertise and working with the media * Developing new and sustained sources of voluntary income * Strategic planning * Event management * Performance management * Evidence of raising income of over £100,000 per year directly attributable to post * Experience of Contact Management databases 	<p>Previous experience meeting & networking with public / businesses / professionals in the local area</p> <p>Fundraising from corporate sources and high value donors</p> <p>Working with Microsoft XP</p> <p>Working with Raisers Edge</p>	<p>Application Interview References</p>

KNOWLEDGE	<ul style="list-style-type: none"> *Fundraising knowledge across a range of techniques *Strategy formulation and implementation *Data processing legislation *Working knowledge of Microsoft products. 	<p>Role of the hospice in the local community.</p> <p>Charity law</p> <p>Methods of tax efficient giving</p> <p>Raisers Edge</p>	Application Interview References
SKILLS/ COMPETENCE & ATTITUDE	<ul style="list-style-type: none"> *Excellent communication and presentation skills to audiences of all levels *PR and Marketing skills *Project management skills *Change management skills *Leadership skills *Data input and data management skills *Ability to write well and accurately *Persuasive and confident *Warm and friendly approach to the public. *Inspires confidence in others *Motivated and energetic *Results driven *Ability to work flexibly. 	<p>Local community contacts.</p>	Application Interview References
OTHER	<ul style="list-style-type: none"> *Car driver or access to other form of transport *Able to work out of hours and at weekends as required *Member of the Institute of Fundraising and / or NAHF 		Application Interview

DATE PREPARED:

08/04/08