**Primrose Hospice & Family Support Centre**

**Person Specification**

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| **Job Title:** | **Fundraiser** |

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| **Qualifications / Training** | **Essential** | **Desirable** |
| GCSE Grade C (or equivalent) in Maths and English | **x** |  |
| Full driving licence and access to a vehicle | **x** |  |
| Relevant Fundraising Qualification |  | **x** |
| Evidence of continuous professional development |  | **x** |

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| **Knowledge & Experience** | **Essential** | **Desirable** |
| Minimum of 2 years proven experience in a similar role |  | **x** |
| Understanding of the hospice environment |  | **x** |
| Thorough knowledge and understanding of Customer Relationship Management (CRM) |  | **x** |
| Sound understanding of developing a sales pipeline |  | **x** |
| Previous experience using Donorflex |  | **x** |
| Experience in promoting events via print and digital media |  | **x** |
| Experience in using a variety of design packages including Adobe and Canva |  | **x** |
| Knowledge of philanthropic giving |  | **x** |

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| **Skills & Abilities** | **Essential** | **Desirable** |
| Able to work flexibly within a small team, adapting role to meet changing needs | **x** |  |
| Excellent written and oral communication skills | **x** |  |
| Able to work under pressure | **x** |  |
| Able to take responsibility for own actions  | **x** |  |
| Excellent IT skills, including MS Word, Excel and Outlook | **x** |  |
| Able to work with volunteers | **x** |  |

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| **Personal Attributes** | **Essential** | **Desirable** |
| Team player who is trusted and respected | **x** |  |
| Commitment to the culture, purpose and values of the Hospice | **x** |  |
| Honest, reliable, trustworthy and dedicated to the role | **x** |  |
| Empathetic nature, especially when supporting those accessing services | **x** |  |
| Self-motivated and able to show initiative | **x** |  |
| Strong time management and prioritisation skills / ability to work under pressure and to tight deadlines | **x** |  |

Primrose Hospice & Family Support Centre is committed to an equal opportunities approach in everything we do.

This means that we seek to ensure anyone connected with Primrose Hospice, from patients and families through to donors, supporters, volunteers and staff are treated fairly, appropriately and with dignity and respect.