



## The Great North Air Ambulance Service

### Person Specification

**JOB TITLE:** Community Fundraiser

**DEPARTMENT:** Fundraising

	<b>Essential</b>	<b>Desirable</b>
<b>Qualification/Education/Training</b>	<p>Minimum of 5 GCSE's grade C and above including English and Maths or equivalent</p> <p>Current clean driving licence (the role involves business travel)</p>	Fundraising qualification
<b>Personal Characteristics/Communication</b>	<p>Self-motivated</p> <p>Ability to work well under pressure</p> <p>Ability to work both as part of a team and on own initiative when working independently</p> <p>Excellent interpersonal skills and ability to communicate with a broad range of people</p> <p>Flexibility to work unsocial hours, including weekends and evenings, and to travel as required</p>	
<b>Skills/Knowledge</b>	<p>Computer literate and experience of using Microsoft Office particularly Word, PowerPoint and Excel</p> <p>Strong customer service skills and understanding of the importance of customer/donor retention</p> <p>Able to promote the charity face to face and using telephone and email</p> <p>Presentation skills and a confident public speaker</p> <p>Strong organisation skills and a proven ability to meet deadlines whilst maintaining attention to detail</p> <p>Ability to produce written reports and analyse supporter data</p>	<p>Knowledge of the legal framework applicable to charity fundraising</p>
<b>Experience</b>	Sales experience	<p>Experience of using a CRM system</p> <p>Experience in a fundraising role.</p>