



The Great North Air Ambulance Service

Person Specification

JOB TITLE: Community Fundraiser

DEPARTMENT: Fundraising

	Essential	Desirable
Qualification/Education/Training	<p>Minimum of 5 GCSE's grade C and above including English and Maths or equivalent</p> <p>Current clean driving licence</p> <p>Enhanced DBS Certificate</p>	<p>Fundraising qualification</p> <p>Registration on the DBS Update Service</p>
Experience		<p>Business development/sales experience</p> <p>Experience in a fundraising role</p> <p>Experience of using a CRM system</p>
Personal Characteristics/Communication	<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>	
Skills/Knowledge	<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>