

## **PERSON SPECIFICATION: Open Country Fundraising Officer (job share)**

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Education / Qualifications</b>	GSCE English & Mathematics	Degree level qualification
<b>Experience</b>	<p>Two years' experience of income generation in a charitable organisation, or a similar level of experience in a role outside of the voluntary sector, where the candidate can demonstrate transferable skills</p> <p>A demonstrable track record of meeting or exceeding financial and non-financial targets</p> <p>Experience in networking and relationship building</p> <p>Experience in developing a successful business or fundraising strategy</p>	<p>Knowledge of the voluntary sector, ideally in relation to disability and/or countryside not-for-profit organisations</p> <p>Experience of bid-writing and/or applying for funding to the National Lottery or other grant-making bodies</p> <p>Experience in partnership fundraising and/or relationship building</p> <p>Experience of recruiting to, and working with, volunteer groups</p> <p>Experience of working with the corporate sector</p> <p>Experience of event planning and delivery</p> <p>Experience of using social media channels for fundraising purposes</p>
<b>Special knowledge and skills</b>	<p>Excellent verbal, written and presentation skills</p> <p>Ability to develop and motivate individuals, funders and groups of volunteers</p> <p>Excellent planning and organisational skills</p> <p>Computer literate, including social media and database management</p> <p>Ability to set and manage own priorities, work independently and act on own initiative whilst relating to other people on key issues</p> <p>Negotiating and influencing skills</p>	<p>Knowledge of Chamber of Trade, IOD and/or other possible networking groups</p> <p>Marketing and PR skills and experience</p> <p>Basic graphic design and/or photography skills</p> <p>Awareness of Charity Commission and associated obligations</p> <p>Be able to drive, have access to a car and be prepared to travel throughout North and West Yorkshire</p>

<b>Personal attributes</b>	<p>Compassionate and committed to the charity sector and the values of Open Country.</p> <p>Highly motivated to make a positive difference</p> <p>Flexible, Resilient and Tenacious</p> <p>Positive attitude</p> <p>Ambitious, innovative, self-motivated and target driven</p> <p>Able to show empathy for Open Country participants</p> <p>Trustworthy, patient and a good relationship builder who enjoys working as part of a team</p>	<p>A personal connection with disability, countryside or environmental issues</p>
<b>Special Circumstances</b>	<p>Able to work occasional evenings and weekends with prior notice</p>	<p>A full driving license and access to a car</p>

NB: Successful candidates will be checked through the *Disclosure & Barring Service*.