

APPLICATION PACK

COMPETENCY BASED PERSON SPECIFICATION

PLEASE READ PAGE 1 OF THE GUIDANCE NOTES FOR MORE INFORMATION ABOUT THIS DOCUMENT

Job Title: Fundraising and Development Manager

Competency: Respect for diversity

How Measured: F/I

Demonstrates behaviors that include fairness, respect, dignity, inclusiveness, empathy, integrity, and ethical conduct. Advocates for and demonstrates an understanding of the value of differences that promote and sustain a diverse community.

Essential Criteria:

- Ability to work in a way that promotes equality of opportunity, diversity and inclusion

Competency: Achieving results

How Measured: F/I/T/P

Demonstrates a drive to do things better and to set and strive for challenging goals that support the long-term success of the organisation. Identifies priorities and develops clear goals that are consistent with agreed strategies and objectives. Establishes plans of action to ensure achievement of results and delivers results in a timely manner.

Essential Criteria:

- Experience of securing significant income from fundraising schemes, including trusts and foundations, statutory or partnership bids, or other sources
- Established track record of personally delivering to defined goals, financial and non-financial
- Ability to think creatively and deliver innovative solutions
- Ability to propose and initiate new ideas, and develop and contribute to strategies

Competency: Analytical, evaluation and problem solving

How Measured: I/P

Assesses and interprets information, defines key issues and takes a proactive approach to dealing with them. Can demonstrate recognition and development of new ideas and market opportunities.

Essential Criteria:

- A proactive approach to research
- Ability to use understanding of an issue to inform communication messages and solutions
- ability to understand and distil complex information quickly and accurately
- An in depth understanding of the funding landscape and the priorities of trusts and foundations

Competency: Effective communication

How Measured: F/I/T/P

Displays good interpersonal and communication skills, talks and writes logically, concisely and persuasively. Actively listens, observes and picks up on the content of what is being said. Communicates ideas and information in the appropriate manner for the audience.

Essential Criteria:

- Experience of writing project proposals and cases for support
- Experience of establishing and managing effective relationships with charitable trusts, foundations and other external agencies
- Experience of conveying key messages and content through a range of communication channels and styles
- Ability to communicate complex issues clearly and succinctly, verbally and in writing

Competency: Planning, organising and delivery

How Measured: F/I

Adopts a clear approach to planning, prioritising and organising work, to meet individual and organisational objectives, making effective use of time and resources.

Essential Criteria:

- Excellent planning and time management skills, with the ability to multi-task between projects
- Ability to work on own initiative and be self-motivated
- Ability to use a fundraising database to manage donor/customer relationships and support fundraising activity
- Excellent IT skills, including use of word processing, spreadsheet/database software and the use of the internet

Competency: Team working & interpersonal skills

How Measured: F/I

Works co-operatively and flexibly with other members of the team to achieve a common goal. Communicates within groups and considers others in discussions and decisions. Actively helps and supports others. Understands and is tolerant of differing needs and viewpoints.

Essential Criteria:

- Ability to communicate and work effectively, co-operatively and considerately with colleagues and to receive as well as give support
- Ability to build positive working relationships both internally & externally

Competency: Knowledge and Understanding

How Measured: F

Having practical or theoretical understanding of a subject

Desirable Criteria:

- Knowledge of the not-for-profit legal advice sector