

**SICKLE CELL SOCIETY – FUNDRAISING AND DATABASE OFFICER 2025**

**PERSON SPECIFICATION**

<b>Essential</b>	<b>Desirable</b>
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>Degree level qualification or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>Member of the Institute of Fundraising.</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Minimum one years’ demonstratable experience of raising unrestricted income, particularly in community fundraising, challenge events, payroll or individual giving.</li> <li>Knowledge and experience of the legal requirements and best practice guidelines for fundraising including GDPR.</li> <li>Understanding of Gift Aid and Payroll Giving.</li> <li>Ability to contribute to fundraising strategy development and new ideas.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working within a health / social care charity.</li> </ul>
<p><b>Knowledge and Skills</b></p> <ul style="list-style-type: none"> <li>Excellent interpersonal skills, including diplomacy, sensitivity and negotiation skills.</li> <li>Strong networking skills.</li> <li>Excellent organisational skills.</li> <li>Experience of writing fundraising communications and reports, editing and proof reading.</li> <li>Excellent written English skills and meticulous attention to detail.</li> <li>Ability to plan, manage priorities, and meet tight deadlines and targets</li> <li>At least one year, or equivalent, experience of using fundraising CRM systems e.g. Beacon.</li> <li>Excellent IT skills inc MS Office and high level of proficiency in Excel</li> <li>One year experience, or equivalent, of carrying out data analysis and producing reports</li> <li>A good knowledge of social media fundraising</li> <li>Experience of electronic audit systems</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of Sickle Cell Disease.</li> <li>Experience of budgeting.</li> <li>Understanding of Safeguarding.</li> </ul>
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>Innovative and creative, able to identify and act upon new opportunities.</li> <li>An excellent communicator with an ability to promote/build awareness of SCS to develop strong relationships.</li> <li>Self-motivated and able to work innovatively in a busy working environment.</li> <li>Passion and knowledge in all aspects of the Sickle Cell Society’s work and/or willingness to learn.</li> </ul>	
<p><b>Personal Circumstances</b></p> <ul style="list-style-type: none"> <li>Flexibility to occasionally attend events outside of normal working hours including evenings and weekends (face-to-face or remotely).</li> </ul>	

**BOTH THE JOB DESCRIPTION AND THE PERSON SPECIFICATION ARE SUBJECT TO THE CHARITY’S EQUAL OPPORTUNITIES POLICY.**