

SICKLE CELL SOCIETY – FUNDRAISING AND DATABASE OFFICER 2024

PERSON SPECIFICATION

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

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