

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

<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b> <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>
<b>Experience</b> <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>
<b>Knowledge and Skills</b> <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>
<b>Personal Qualities</b> <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>	
<b>Personal Circumstances</b> <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.**