

**Person Specification**  
Communications and Fundraising Co-ordinator

ATTRIBUTES/SKILLS	ESSENTIAL	DESIRABLE
<b>Education/Professional Qualifications</b>	<ul style="list-style-type: none"> <li>◆ A' level or above qualification in English Language or similar.</li> <li>◆ Formal study with communications focus</li> </ul>	<ul style="list-style-type: none"> <li>◆ Graphic design qualifications</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>◆ Copywriting and editing</li> <li>◆ Working successfully as part of a team</li> <li>◆ Minimum 2 years' experience in a comms role</li> <li>◆ Organising fundraising events or programmes</li> <li>◆ Working in a charity fundraising environment</li> </ul>	<ul style="list-style-type: none"> <li>◆ Experience of working in a missions or aid/development context</li> <li>◆ Some understanding of social media strategy and analytics</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>◆ Confident in Microsoft 365, Canva, social media</li> <li>◆ Proven ability to present in front of groups of people</li> <li>◆ Excellent communication skills</li> <li>◆ Attention to detail</li> <li>◆ Excellent organisation skills including meeting tight deadlines and priority setting</li> <li>◆ Excellent interpersonal skills - can collaborate with colleagues and external contacts</li> </ul>	<ul style="list-style-type: none"> <li>◆ A positive and problem solving approach</li> <li>◆ CRM usage</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>◆ Willingness to travel and work occasional evenings and weekends as required</li> <li>◆ Working successfully as part of a team</li> <li>◆ Ability to work independently and take initiative</li> </ul>	