**Person Specification**

**Job title: Fundraising Co-Ordinator (Maternity Cover)**

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|  | **Essential** | **Desirable** |
| **Experience** |  |  |
|  | Experience of community, corporate and event fundraising within the charity sector |  |
|  | Excellent track record of meeting income targets and generating new income |  |
|  | Experience of organising fundraising events | Experience of running successful virtual fundraising events |
| **Knowledge and Understanding** |  |  |
|  | Collaborative and inclusive, prepared to work as part of a wider team in contributing specific fundraising expertise | Knowledge of fundraising law and regulation |
| **Skills and Abilities** |  |  |
|  | Excellent communication skills - digital, verbal and written |  |
|  | Excellent organisation skills with the ability to oversee multiple projects, prioritise work and meet financial deadlines |  |
|  | Ability to gain the confidence of people from a wide variety of backgrounds |  |
|  | Good standard of numeracy – to be able to check financial information |  |
| **Personal Attributes** |  |  |
|  | Ability to build positive working relationships with internal and external contacts |  |
|  | Ability to work effectively under pressure |  |
|  | Enthusiasm for fundraising, improving mental health and for York Mind |  |
|  | Ability to work under own initiative and operate a flexible approach |  |
|  | Flexible approach to working unsocial hours |  |