**Person Specification**

**Job title: Fundraising Co-Ordinator**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Experience** |  |  |
|  | Experience of office administration, preferably within fundraising | Experience of working within community, corporate or event fundraising within the charity sector |
|  | Experience of working in a customer service role, preferably within fundraising |  |
|  | Experience of using social media to raise awareness and promote services |  |
|  | Finance administration and cash handling experience |  |
| **Knowledge and Understanding** |  |  |
|  | Collaborative and inclusive, prepared to work as part of a wider team |  |
|  | Knowledge of how to effectively use a range of social media platforms and generate content for these |  |
| **Skills and Abilities** |  |  |
|  | IT skills- Able to use Microsoft Office particularly Excel, Work and Outlook |  |
|  | Excellent communication skills - digital, verbal and written |  |
|  | Excellent organisation skills with the ability to prioritise work and meet deadlines |  |
|  | Good standard of numeracy – to be able to check financial information |  |
|  | Ability to travel around York and the surrounding area |  |
| **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 |  |