



## DEPUTY HEAD OF DEVELOPMENT

### Person Specification

	Essential	Desirable
Qualifications / Education / Specialist skills	Educated to a A-level or equivalent Literate/numerate Computer literate in Microsoft Office 365/Word/Outlook/Excel Confidence with working with databases and data input	Advanced IT skills qualification Further Education to HND or Degree level
Experience Knowledge and Skills	Experience of Fundraising Experience in undertaking administrative tasks Experience of participating in a phone campaign/call centre Experience of event planning Knowledge of mass communications Accurate secretarial skills	Experience of running an event Experience of CRM/Fundraising systems
Interpersonal skills / behavioural qualities	Good level of written and verbal communication Good telephone manner Ability to work alone but willing to seek assistance Information retention Proactive approach to tasks Reliable Attention to detail	Flexible attitude Ability to work as part of a small team
Other	Ability to work flexible hours throughout the year Able to work to deadlines	Interest in Sport (particularly rugby)