



DEPUTY HEAD OF DEVELOPMENT

Person Specification

	Essential	Desirable
Qualifications / Education / Specialist skills	Educated to a A-level or equivalent Good IT skills, including Microsoft Office 365/Word/Outlook/Excel Confidence with working with databases and data input	Further Education to HND or Degree level
Experience Knowledge and Skills	Experience in undertaking administrative tasks Experience of event planning Accurate secretarial skills Experience of creating content for various written publications and online communication platforms.	Experience of running an event Experience of CRM/Fundraising systems Experience of Fundraising Experience of phone campaign/call centre
Interpersonal skills / behavioural qualities	Ability to deal with all levels of people Good written and verbal communication skills Good telephone manner Ability to work alone and as part of a small team. Proactive approach to tasks Reliable Attention to detail	Flexible attitude
Other	Ability to work flexible hours throughout the year Able to work to deadlines	Interest in Sport (particularly rugby)