**PERSON SPECIFICATION**

**JOB TITLE: Fundraising Administrator**

**REPORTS TO: Donorflex Supervisor**

**RESPONSIBLE TO: Director of Income Generation and Communications**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT**  |
| **EDUCATION AND QUALIFICATIONS** | * GCSE English and Mathematics at grade C or above or
 |  | Application form |
| **KNOWLEDGE AND SKILLS** | * Excellent oral and written communication and interpersonal skills.
 | * Ability to work under pressure
* Self-motivated and able to use own initiative.
 | Application formInterview  |
| **EXPERIENCE** | * A minimum of two years’ experience in an administration, secretarial or clerical role in a busy office environment.
* Database experience.
* Experience of multi-tasking and working to deadlines.
* Computer literate with a working knowledge and experience of using Microsoft office packages (including *Word, Excel* and *Outlook*)
 | * Previous experience of handling money/working with cash and reconciling reports.
* Experience of working in Community /Voluntary sector.
* Experience of working with Gift Aid.
 | Application formInterview |
| **PERSONAL QUALITIES** |  | * Passionate and committed to the aims and charitable objectives of Foyle Hospice.
 | Interview |
| **OTHER**  | * Be available for occasional including evenings and weekend work when required.
 |  | Application form |

**Where appropriate, reasonable adjustments to these criteria will be considered to accommodate personal circumstances such as disabilities.**