**PERSON SPECIFICATION**

**JOB TITLE: Fundraising Administrator**

**REPORTS TO: Donorflex Supervisor**

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

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|  | **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 form  Interview |
| **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 form  Interview |
| **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.**