



Being there for *you*
and *your family*

SELECTION CRITERIA

POST: Challenge Events Fundraising Coordinator
DEPARTMENT: Fundraising Department

| | Essential Criteria | Desirable Criteria | How & When Assessed |
|----------------------------------|---|---|--|
| Education / Qualification | GCSE grade C or above or equivalent in Maths and English | Educated to degree level or equivalent Events / Fundraising Related qualifications | Application Form & Relevant Certificates |
| Skills / Abilities | A self-starter who can work on their own initiative. Excellent organisational and time management skills. Exceptional customer service skills both written and verbal, with an ability to communicate with a wide range of people both internally and externally A willingness to learn and develop new skills The ability to prioritise effectively and simultaneously manage multiple deadlines. Keen eye for detail Creative Thinker Empathy Flexible and able to work outside of contracted hours as required | Persuasive communication skills; both written and oral. | Application Form At Assessment Centre |

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| <p>Experience</p> | <p>At least one year's experience in a busy fundraising, events, sales or marketing environment.</p> <p>Experience of working in a team; supporting each other on projects and tasks</p> <p>Experience of working in a fast-paced environment</p> <p>Experience of doing your own personal fundraising challenge for charity</p> | <p>Fundraising Experience with a UK charity in an events / community / corporate role</p> <p>Experience of presenting or talking to groups of people</p> <p>Track record of successful stewarding challenge event participants.</p> | <p>Application Form</p> <p>At Assessment Centre</p> |
| <p>Knowledge</p> | <p>Proficient in Microsoft office packages including Word, Excel, Powerpoint, Outlook and MS Teams.</p> | <p>Knowledge of fundraising in the UK charity sector.</p> <p>Knowledge of the UK Challenge Event sector</p> <p>Knowledge of Raisers Edge CRM database</p> | <p>Application Form</p> <p>At Assessment Centre</p> |