SELECTION CRITERIA

**POST:**  **Supporter Engagement Co-ordinator (Cash Generation)**

**DEPARTMENT: Fundraising Department**

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|  | **Essential Criteria** | **Desirable Criteria** | **How & When** |
| **Education / Qualification** | GCSE grade C or above or equivalent in Maths and EnglishFull UK driving license and access to a vehicle |  | Application FormCertificates |
| **Skills / Abilities** | Able to effectively and enthusiastically communicate with a wide variety of people.A self-starter who can work on their own initiativeThe ability to prioritise effectively and simultaneously manage multiple deadlinesAble to confidently generate new relationshipsPersuasive communication skills; both written and oralExcellent telephone manner | Reporting & Data AnalysisRisk AssessmentsAbility to discuss issues relating to our mission with confidence and sensitivity.Able to confidently speak in front of people and deliver presentations | Application FormAssessment Centre |
| **Experience** | Experience of proactively building positive working relationships with internal and external stakeholdersExperience of working in a public-facing roleExperience of managing a diverse workload and working to deadlines | Experience of working to targetsExperience of managing volunteersExperience in working in a community environmentExperience in working in event planning experience or account managementExperience of income/fund generationPersonal experience of what good fundraising support looks like | Application FormAssessment Centre |
| **Knowledge** | Proficient in Microsoft office packages including Word, Excel, Powerpoint and Outlook | Knowledge of Raisers Edge or other CRM systemKnowledge of the Fundraising Code of PracticeCurrent LOROS Fundraising Initiatives Knowledge of Hospice catchment area | Application FormAssessment Centre |