



**SELECTION CRITERIA**

**POST: Trusts and Grants Officer**  
**DEPARTMENT: Fundraising Department**

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>How &amp; When</b>
<b>Education / Qualification</b>	Educated to A level standard or equivalent.	Educated to degree level or equivalent Member of the Institute of Fundraising	Application Form Certificates
<b>Skills / Abilities</b>	A self-starter who can work on their own initiative. Presentation skills. The ability to prioritise effectively and simultaneously manage multiple deadlines. Excellent communication skills. Ability to communicate clearly, effectively and concisely both verbally and in writing. Spelling and grammar must be of a very high standard. Organisational skills. Highly numerate, including the ability to understand and manage financial information. Excellent attention to detail and accuracy. Proficient in Microsoft office packages including Word, Excel, Powerpoint and Outlook.	Influencing and negotiation skills. Editing, proof-reading and report formatting skills.	Application Form Assessment Centre
<b>Experience</b>	Willingness to gain experience of researching a range of available resources to maximise the opportunity to gain funding success. Demonstrable experience of proactively building positive working relationships with internal and external contacts. Demonstrable experience in a fundraising and/or commercial role, preferably in an income generating role. Experience of managing a diverse workload and working under pressure.	Experience of using a CRM system. Marketing research experience and/or qualification.	Application Form Assessment Centre



<b>Knowledge</b>	Knowledge of and the ability to use relevant information sources to conduct research.	Knowledge of local foundations and trusts	Application Form Assessment Centre
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