

# PERSON SPECIFICATION



**Job title:** Fundraising Assistant (Community Engagement)

**Department:** Fundraising

**Responsible to:** Community Engagement Lead

**Grade:** C1

## Job Purpose

This role will sit within our Community Engagement Team, which looks after our Hospice-led events and supports individuals and groups with their fundraising and raising awareness for the Hospice within their local communities and companies.

The Fundraising Assistant will provide administrative, logistical, and operational support to ensure all fundraising events, campaigns, and activities run smoothly. Working closely with the wider team, they will help build relationships with fundraisers, corporate partners, and community groups, contributing to the growth of income streams that help fund hospice services. The assistant will also help with event coordination, data management, supporter communications, and volunteer management, ensuring that all fundraising activities run efficiently and align with organisational goals.

This role is an excellent opportunity for anyone interested in developing a career in fundraising or event management. You will be an effective communicator with exceptional interpersonal skills and a professional and confident manner. This is a very varied role and will need someone who can manage several priorities simultaneously. You will be an effective team player who can work as part of a small and dynamic team and independently.

Requirements	Essential	Desirable	Evidence
<b>Education/Qualifications</b>	<ul style="list-style-type: none"><li>GCSE Maths and English or equivalent</li></ul>	<ul style="list-style-type: none"><li>An Events Management qualification</li></ul>	Cover letter/ CV / Application Form Certificates
<b>Previous Experience</b>	<ul style="list-style-type: none"><li>Experience dealing with customers or supporters in a customer service or supporter care setting</li></ul>	<ul style="list-style-type: none"><li>Charity fundraising experience in voluntary services, fundraising assistant or supporter care role</li><li>Working in an administration role</li><li>Data entry experience</li><li>Evidence of working on events, paid or voluntary</li></ul>	Cover letter/ CV / Application Form Certificates

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<b>Skills, Knowledge, Abilities</b>	<ul style="list-style-type: none"> <li>Organised with strong administrative skills</li> <li>Good attention to detail and ability to identify errors</li> <li>Ability to work quickly and accurately under pressure</li> <li>Good problem-solving skills</li> <li>Excellent written and verbal communication skills</li> <li>Excellent knowledge of MS Office products</li> </ul>	<ul style="list-style-type: none"> <li>Experience of using CRM databases – preferably Raisers Edge or Assemble</li> </ul>	Cover letter/ CV / Application Form Certificates
<b>Attitude, Aptitudes &amp; Personal Characteristics</b>	<ul style="list-style-type: none"> <li>A flexible approach to work, and able to work out of hours as required</li> <li>Inspired by the work of St. Michael's Hospice</li> <li>A commitment to equal opportunities and diversity</li> <li>A can-do attitude, with drive and enthusiasm</li> <li>Proactive</li> <li>Reliable</li> </ul>		Cover letter/ CV / Application Form Certificates
<b>Other requirements</b> (e.g., on-call/driving licence/shifts)	<ul style="list-style-type: none"> <li>Full driving licence</li> </ul>		

<b>Reviewed by:</b>	Sarah Shearman Head of Fundraising	<b>Date:</b>	06/2025
<b>Signed by employee:</b>		<b>Date:</b>	