**JOB SPECIFICATION - Fundraising Assistant 2016**

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| **CRITERIA** | **Requirement** | **Application** | **Interview** |
| **EXPERIENCE** |  |  |  |
| Experience of working within a target driven environment  | Essential | ✓ | ✓ |
| Experience of negotiating deals  | Essential | ✓ |  |
| Relevant administrative experience  | Essential | ✓ |  |
| Demonstrable experience of working effectively on own initiative | Essential | ✓ | ✓ |
| **KNOWLEDGE** |  |  |  |
|  | Essential | ✓ |  |
| Knowledge of current themes affecting students in the Further Education / Higher Education sector  | Essential | ✓ | ✓ |
| **ATTRIBUTES AND SKILLS** |  |  |  |
| Excellent communication skills, verbal and written, and an ability to quickly build and maintain relationships | Essential | ✓ | ✓ |
| Excellent customer care skills (for dealing with UAL members, colleagues, external agencies) on the telephone and in person | Essential | ✓ |  |
| Ability to prioritise and manage a pressurised workload, including tight deadlines  | Essential | ✓ | ✓ |
| Excellent attention to detail | Essential | ✓ |  |
| Ability to construct and maintain databases | Essential | ✓ |  |
| Excellent administrative and time management skills | Essential | ✓ |  |
| The ability to motivate self and others | Essential | ✓ |  |
| **VALUES AND ETHICS** |  |  |  |
| Desire to work within a democratic, student-led environment | Essential | ✓ |  |
| Understanding and commitment to equal opportunities | Essential |  | ✓ |
| Committed, positive, outgoing and approachable with a ‘can do’ attitude | Essential | ✓ | ✓ |
| Commitment to using skills and knowledge to help others | Essential | ✓ |  |
| Demonstrably high standards of personal integrity | Essential |  | ✓ |
| A willingness to occasionally work beyond traditional office hours | Essential |  | ✓ |
| Demonstrates a positive approach to best practice and exceeding customer expectations | Essential | ✓ |  |
| Commitment to own professional development | Essential |  | ✓ |