**JOB SPECIFICATION-Fundraising Manager 2015**

|  |  |  |  |
| --- | --- | --- | --- |
| **CRITERIA** | **Requirement** | **Application** | **Interview** |
| **QUALIFICATIONS** |  |  |  |
| Good general education, typically to the Higher/A level equivalent. | Essential | ✓ |  |
| **EXPERIENCE** |  |  |  |
| At least one years experience of working in a voluntary sector organisation  | Essential | ✓ | ✓ |
| Experience of working in a not for profit business environment | Essential | ✓ | ✓ |
| Proven track record of writing successful funding bids | Essential | ✓ | ✓ |
| Experience of working within a target driven environment  | Essential | ✓ |  |
| Experience of facilitating / managing projects and events | Desirable | ✓ | ✓ |
| Experience of negotiating complex deals and partnerships | Essential | ✓ |  |
| **KNOWLEDGE** |  |  |  |
| Working knowledge and experience of writing and negotiating contracts | Essential | ✓ | ✓ |
| Demonstrable understanding of Students’ Unions or other democratic / voluntary organisations | Essential | ✓ |  |
| Knowledge of current themes affecting students in the Further Education / Higher Education sector  | Essential | ✓ | ✓ |
| Knowledge of arts education and current practices  | Desirable | ✓ |  |
| Knowledge of the processes and procedures behind applying for funding/sponsorship | 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, University personnel, external agencies) | 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 | ✓ |  |
| Ability to manage and work within budgets | Essential | ✓ | ✓ |
| A flexible approach to working combined with the ability to work under pressure and to deadlines, whilst maintaining a high standard of professionalism | Essential | ✓ | ✓ |
| The ability to motivate self and others | Essential | ✓ | ✓ |
| **VALUES AND ETHICS** |  |  |  |
| Desire to work within a democratic, student-led environment | Desirable | ✓ | ✓ |
| 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 |  | ✓ |