



SELECTION CRITERIA

POST: Community Engagement Co-Ordinator

DEPARTMENT: Fundraising Department

	Essential Criteria	Desirable Criteria	How & When
Education / Qualification	GCSE grade C or above or equivalent in Maths and English	Educated to degree level or equivalent Member of the Institute of Fundraising Member of NAHF	Application Form Certificates
Skills / Abilities	Persuasive communication skills; both written and oral. Confident dealing with people, venues and suppliers. Excellent telephone manner. A self-starter who can work on their own initiative. Able to confidently speak in front of people and deliver presentations. The ability to prioritise effectively and simultaneously manage multiple deadlines. CRM/database management. Set SMART objectives.	Networking Data Analysis Budget Management Risk Assessments Sales	Application Form Assessment Centre
Experience	Experience of working to targets. People/customer facing roles. Experience of proactively building positive relationships with internal and external contacts. Experience of managing a diverse workload and working under pressure.	Experience of working with/managing volunteers Previous Fundraising experience Previous event planning experience Previous experience of working to budgets Safeguarding	Application Form Assessment Centre
Knowledge	Knowledge of local area, venues and suppliers. Proficient in Microsoft office packages including Word, Excel, PowerPoint and Outlook.	Knowledge of Raisers Edge Knowledge of the Fundraising Code of Practice Current LOROS Fundraising Initiatives including Legacy Giving Managing budgets effectively	Application Form Assessment Centre
Motivation and personal attributes	Able to contribute towards LOROS' values and behaviours Self-motivated Confident Enthusiastic Team Player Approachable and empathic	Enterprising Goal-setter Interested in others Networks well	Assessment Centre



	<p>A willingness to learn and develop new skills A 'people-person' Flexible (which will include working outside of regular contracted hours) Committed Driving license and use of car</p>		
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