

Person Specification

Communications and Fundraising Assistant

ATTRIBUTES/SKILLS	ESSENTIAL	DESIRABLE
Education/Professional Qualifications	<ul style="list-style-type: none"> ◆ A' level or above qualification in English Language or similar 	<ul style="list-style-type: none"> ◆ Formal study with communications focus ◆ Graphic design qualifications
Experience	<ul style="list-style-type: none"> ◆ Working successfully as part of a team ◆ Ability to work independently and take initiative ◆ Minimum 1 years' experience in a comms role 	<ul style="list-style-type: none"> ◆ Experience of working in a charity or missions context ◆ Some understanding of social media strategy and analytics ◆ Experience of fundraising events or programs
Skills	<ul style="list-style-type: none"> ◆ Microsoft 365, Canva, social media ◆ Ability to present in front of groups of people ◆ Excellent communication skills ◆ Attention to detail ◆ Excellent organisation skills including tight deadlines and priority setting 	<ul style="list-style-type: none"> ◆ A positive and problem solving approach
Personal Qualities	<ul style="list-style-type: none"> ◆ Willingness to learn ◆ Willingness to travel across the UK and work some evenings and weekends as required ◆ Excellent interpersonal skills can collaborate with colleagues and external contacts 	<ul style="list-style-type: none"> ◆ Available to work occasional unsocial hours within the UK and overseas