

Down's Syndrome Scotland Community and Events Fundraiser - Person Specification		
	Essential	Desirable
Education & Knowledge	<p>Proven knowledge of online fundraising tools and digital marketing.</p> <p>Events Management Experience</p> <p>Confident using IT, including the full Microsoft Office suite.</p> <p>Effective at persuasive, engaging creative writing</p>	<p>Member of the CIOF</p> <p>Knowledge and understanding of relevant H&S legislation</p> <p>Understanding of and enthusiasm for DSS delivery approach, mission and values.</p>
Previous Experience	<p>Sales and negotiation experience</p> <p>Experience of developing and successfully launching new events or products.</p> <p>Working with volunteers</p> <p>Experience of project management, monitoring, evaluation and running projects to deadline</p> <p>Working in a customer service environment</p>	<p>Proven experience of delivering income growth in an events or community fundraising setting (preferably both)</p> <p>Experience of providing supporter stewardship, to strengthen and cultivate relationships with fundraisers.</p> <p>Using a customer relationship management database, ideally eTapestry</p>
Aptitudes, Skills & Abilities	<p>Results-driven, and able to work on own initiative and as part of a team</p> <p>Good personal organisation and time management skills, including the ability to initiate, self-motivate, and work to tight multiple deadlines</p> <p>Strong analytical skills and the ability to think strategically with a keen eye for detail</p> <p>Good interpersonal skills, including the ability to create, maintain and develop internal and external working relationships</p> <p>Prepared to work with flexibility, commitment and good humour</p> <p>Clean driving licence with access to a car when required with associated business insurance</p>	<p>Current H&S Legislation and Good Practice</p> <p>Event Risk Assessment</p>
Values / Attitudes	<p>Commitment to ethos of the voluntary sector and willingness to work flexibly, including weekends</p>	