

PERSON SPECIFICATION

Development Work

E: Essential
D: Desirable

I: Tested at interview stage
A: Tested at application stage

EXPERIENCE & QUALIFICATIONS		
Experience of successful bids and/or grant writing in the UK for funding for organisations or services within a health and social care or voluntary sector/charity setting	E	A/I
A proven track record in securing income grant and/or contract income of £100,000k plus per annum	E	A/I
Experience of communicating with funders and stakeholders	E	A/I
Demonstrable experience of making the case for funding based upon needs and issues	E	A/I
Experience of working within service delivery for people in the area of domestic abuse, mental health, substance misuse, counselling, employment and/or housing	D	A/I
Demonstrable and relevant Continuous Professional Development	E	A
Experience of tender writing and processes	D	A/I
Experience of developing effective information and materials for social media, publicity, promotions, and/or presentations	D	A/I
Understanding and experience of working with people from diverse communities and issues relevant to EACH's work on mental health, substance misuse and domestic abuse	E	A/I

SKILLS & KNOWLEDGE & ABILITIES		
Excellent knowledge of fundraising practice and various approaches in the voluntary sector/charities	E	A/I
Knowledge and skilled in writing bids and grant applications to trusts, foundations, local authorities and/or other public bodies	E	A/I
Able to develop high-quality proposals that respond to evidenced need and funder priorities	E	A/I
Ability to develop, co-ordinate and deliver fundraising and income generation plans, initiatives and activities in a timely way	E	A/I
Exceptional writing and verbal communication and engagement skills with strong attention to detail and relationship building	E	A/I
Ability to identify and grow income from diverse sources of funding and approaches	E	A/I
Ability to interpret tender specifications and write and submit compliant responses	E	A/I
Highly organised and able to work accurately	E	A/I
Ability to represent and make the case for EACH's work and specialisms to potential funders, stakeholders and partners	E	A/I
Ability to organise events and facilitate workshops and/or meetings	E	A/I
Ability to write and provide materials and content for publicity, promotions, social media	E	A/I
Ability to monitor, review and report on fundraising plans and activities	E	A/I
Strong ability to collaborate and work across the organisation	E	A/I

PERSON SPECIFICATION

Development Work

Confident with data and reporting systems and processes	E	A/I
Ability to provide reports, data and information in an accessible, constructive and timely way internally and externally as appropriate	E	A/I
Understanding of outcomes and impact and ability to make sense of and utilise them	E	A/I
Knowledge of Theory of Change and its application in fundraising	D	A/I
Ability to maintain accurate, timely and secure records in line with confidentiality, GDPR, organisational and professional requirements	E	A/I
Competence in using data systems and MS tools	E	I
Ability to build effective working relationships with colleagues, external professionals and stakeholders	E	A/I
Ability to prioritise, work independently and meet deadlines with minimal supervision	E	A/I
Understanding of the barriers and issues experienced by people from Black and Minoritised Ethnic Communities	E	A/I
Strong report writing and presentation skills, adapting communications, updates, briefings and information etc for the intended audience	E	A/I
Ability to anchor fundraising, information and proposals in EACH's work, mission and values	E	A/I
Demonstrates sound judgement, accountability and discretion	E	A/I
Ability to use developments in local, regional and/or national policy to inform fundraising and help shape new services or programmes	E	A/I
Understanding of budgets	D	A/I

Other requirements		
Resilient and adaptable, including working across sites and out of hours where required	E	A/ I
Approachable, collaborative and relationship and team-oriented	E	A/I
Ability to challenge constructively and support evidence-based decision making	E	A/I
Understanding of EACH's work and specialism	E	A/I
Ability to work under pressure and effectively within the voluntary sector/charity context	E	A/I
Commitment to Equality, Diversity and Inclusion, organisational and personal learning and working within EACH's values and ethics	E	A/I