

Trust & Foundations Officer



Person Specification

	Essential / Desirable
Education / Qualifications:	
Educated to degree level or possessing a relevant qualification and/or appropriate experience in a directly related post	E
Membership of the Institute of Fundraising	D
Experience:	
A knowledge and interest in fundraising from Trusts and Foundations	E
A minimum of 2 years' experience of Trust fundraising	E
A proven track record of securing and increasing grant income	E
Experience of using E-Tapestry	D
Experience of working in the voluntary sector (ideally within health or disability)	D
Skills / Personal qualities:	
A demonstrable enthusiasm for and knowledge of the work of Bendrigg Trust	E
Excellent written skills	E
Excellent oral communication skills, including telephone manner	E
Ability to identify, research and develop opportunities to ensure maximum income is raised and targets are met	E
Ability to successfully manage a full workload with limited supervision whilst working under pressure to meet deadlines	E
Contribute to a sense of common purpose and direction in the team	E
IT literate including Office 365 and Sharepoint	E
Well organised with an attention to detail	E
Enthusiastic, positive and proactive	E
Ability to work as part of a team	E
Knowledge:	
Thorough understanding of relevant legislation/charity law affecting fundraising practice	E