

## **PERSON SPECIFICATION**

### **Fundraising and Engagement Officer**

#### **Skills and Attributes:**

##### **Essential**

- Experience of relationship management in either a charity or corporate setting
- Demonstrable experience of winning new business
- Experience of managing own workload
- Skilled team player
- Proven ability to manage/complete projects
- Ability to build strong relationships
- Natural storyteller
- Ability to work with financial information and budgets
- Excellent interpersonal skills
- Highly personable
- Natural tendency to be flexible and willingness to help others
- Ability to maintain focus & energy on hitting objectives
- Demonstrate an understanding of the benefits of effective legal advice and why access to justice matters
- Demonstrate excellent verbal and written communication skills including presentation skills
- Demonstrate the ability to work on own initiative as well as part of a team, to follow and adhere to management guidance structures
- Demonstrate the ability to follow instructions accurately, the ability to absorb large amounts of complex information quickly whilst ensuring attention to detail
- Demonstrate the ability to write letters/reports and analyse complex information
- Show excellent office IT skills to include use of up-to-date technology such as Word and Excel and social media
- Experience of working to demanding time scales in a pressurised environment
- An understanding of the issues faced by vulnerable and marginalised communities
- Ability to travel across Norfolk (own transport)

##### **Desirable:**

- English Law degree or equivalent such as a sound basic knowledge of the English legal system, the courts and tribunal process (including interlocutory processes) and interpreting legislation
- Knowledge of the workings of the public, private and voluntary sector
- Experience of using social media platforms, Google Analytics and content management systems.