FOYLE SEARCH & RESCUE
JOB SPECIFICATION
Fundraising Co-ordinator

CATEGORY	ESSENTIAL	DESIRABLE
EDUCATION/QUALIFICATIONS/TRAINING	**ESSENTIAL**	**DESIRABLE**
2 GCSE (or equivalent) Maths and English	X	
Third Level Education		X
Proven in-depth experience of Microsoft Office	X	
Full Driving Licence		X
KNOWLEDGE AND PROFESSIONAL EXPERIENCE	**ESSENTIAL**	**DESIRABLE**
Minimum 1 Years experience, within the last 5 years, of event management and general admin	X	
Minimum 1 Years experience, within the last 5 years of sourcing and administrating funding grants or projects		X
Knowledge and experience of Public Relations/media	X	
Charity fundraising experience	X	
Experience of Leading Fundraising Events	X	
APTITUDE AND SKILLS	**ESSENTIAL**	**DESIRABLE**
Well developed administrative skills	X	
Well developed organisational skills	X	
Well developed communication skills	X	
Well developed interpersonal skills	X	
Well developed IT skills	X	
Ability to deal with sensitive and distressing phone calls	X	
Ability to prioritise work	X	
Numeracy-including compiling budgets and financial and statistical reports	X	
Proven ability to work unsupervised	X	
Proven ability to work unsupervised and on own initiative	X	

CATEGORY	**ESSENTIAL**	**DESIRABLE**
PERSONAL QUALITIES/ATTITUDES AND BEHAVIOURS		
Team working skills and ability to motivate people and be sensitive to the needs of volunteers	X	
Energy and drive-ability to work under pressure and carry out projects to conclusion	X	
Ability to work to deadlines	X	
Meticulous attention to detail	X	
Resilient when faced with setbacks	X	
Flexible and positive approach to work	X	
Ability to maintain professional boundaries	X	
Ability to work with confidential and sensitive information and issues with sensitivity and diplomacy	X	
An understanding of the important role that volunteers fulfil	X	
Prepared to work with all sections of the community	X	
Commitment to, and belief in, the charity's aims	X	

For an exceptional candidate we will accept a clear demonstration of the willingness and ability to acquire skills and knowledge where the candidate is missing certain elements in the person specification.

Indicated below are areas of special consideration in terms of working conditions of the job:

Pressures Inherent In Job

Supporting and being supervised by the Charity Manager. Variable workload and being able to respond at times of pressure. The post does involve working unsocial hours when attending events and functions and sometimes volunteer meetings.

The Role of the Charity

Due to the nature of the charity's work, the post-holder may come into contact, either face to face, or by telephone, with a potentially suicidal person or bereaved family and friends of a person missing in the river. There may also be a small risk of seeing a rescue or recovery operation.

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