

**Fundraising and Business Development Officer
Person Specification**

Experience and qualifications		
	Essential criteria	Desirable criteria
1	No essential qualification	
Knowledge and skills		
2	Experience of building partnerships- developing successful working and business relationships with stakeholders.	
3	Experience of representing and promoting organisations in public forums and meetings.	
4	Experience of fund-raising and income generation in the voluntary sector.	
5	Excellent written and spoken communication skills, the ability to present information in a clear manner appropriate to the audience and deliver presentations.	
6	A working knowledge of IT and all Microsoft applications.	
7	Understanding of the needs and issues facing disabled people.	
Personal attributes		
8	An excellent team player, able to work alone and self-motivate as required. Confident communicator, experienced in engaging with a range of audiences.	
9	Ability to work flexibly and travel across the borough.	