

## HOPE Partnerships and Fundraising Manager

### Person Specification

	Essential	Desirable	Shown by
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Educated to [BTEC] level or demonstrable equivalent experience at an appropriate level</li> </ul>		Application form
<b>Experience</b>	<ul style="list-style-type: none"> <li>Grant Fund Management</li> <li>Processing successful tenders or funding bids</li> <li>Building relationships with commissioners, funders, stakeholders and partners</li> <li>Developing and delivering strategy</li> <li>Developing new services</li> <li>Managing a diverse set of work priorities</li> <li>Commitment to Equality and Diversity</li> <li>Budget management</li> <li>Knowledge of income generation</li> <li>Staff or volunteer recruitment and management</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of running fund raising events</li> <li>Appreciation of charitable trust applications</li> <li>Working Charitable structure knowledge</li> </ul>	Application form and interview
<b>Skills</b>	<ul style="list-style-type: none"> <li>Leadership</li> <li>Motivate and inspire</li> <li>Networking</li> <li>Negotiation</li> <li>Communication (written &amp; verbal)</li> <li>Excellent presentation skills.</li> <li>Well organised</li> <li>Problem solving and decision-making skills</li> <li>Attention to detail</li> <li>Wide range of IT skills (including database/ spreadsheets / word etc.)</li> </ul>	<ul style="list-style-type: none"> <li>Be able to resolve conflict</li> <li>Business acumen</li> <li>PowerPoint or equivalent delivery</li> </ul>	Application form and interview

<b>Ability</b>	<ul style="list-style-type: none"> <li>• Plan and prioritise own work</li> <li>• Engage with people who use the service</li> <li>• Undertake own admin including IT (Word, database, spreadsheet etc.)</li> <li>• Work as part of a team as well as independently</li> </ul>		Application form and interview
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Of third sector services</li> <li>• Of charitable trusts</li> <li>• Of private sector investors</li> </ul>	<ul style="list-style-type: none"> <li>• Of voluntary sector services in South Yorkshire</li> </ul>	Application form and interview
<b>Attitude and Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Open, patient and flexible</li> <li>• Resilience</li> <li>• Appreciation of users of services in design, delivery and review of services</li> <li>• Self-motivating and enthusiastic</li> <li>• Understanding and commitment to the <b>ethos</b>, values and work of HOPE</li> <li>• Willingness to work according to organisational policies and procedures</li> <li>• Flexible approach to working hours</li> <li>• Current Full Driving licence</li> </ul>		Application form and interview