

PERSON SPECIFICATION

Job Title: Donations and Data Officer

Criteria	Essential	Desirable
Training & Qualifications	<p>5 GCSEs above grade C</p> <p>2 'A' Levels or equivalent</p> <p>Computer literate to intermediate level with strong abilities in Microsoft Word and Excel.</p>	Advanced Excel skills
Experience	<p>Experience of working in an office environment, managing multiple tasks to deadlines and prioritising own workload.</p> <p>Working knowledge of MS Office and general computer literacy.</p> <p>Experience of preparing reports in electronic format.</p> <p>Experience of using a database.</p>	<p>Experience of working in a charity environment.</p> <p>Experience of using Raiser's Edge database.</p> <p>Knowledge of General Data Protection Regulations.</p> <p>Knowledge of Gift Aid.</p> <p>Experience of handling and banking cash, and knowledge of best practices</p>
Analytical and Judgement skills	<p>Ability to investigate and interpret financial queries and data to explain variances.</p> <p>Good problem-solving skills, self-motivated and a good team player</p> <p>Ability to work with little supervision, but with advice available when required</p>	Knowledge and understanding of the charity sector and NHS.

Criteria	Essential	Desirable
Planning and organisation skills	<p>Ability to work to deadlines and prioritise tasks.</p> <p>Excellent time management and organisation skills</p> <p>Capacity to concentrate to complete tasks in a busy office environment, and cope with frequent interruptions</p>	
Communication and relationship skills	<p>Interest in people; able to develop relationships with a wide range of individuals and to convey to them the value of their support.</p> <p>Dynamic, enthusiastic, well-motivated and open to change and new ideas.</p> <p>Good written and verbal communication skills with attention to detail and confident manner.</p> <p>Must be understanding and helpful.</p> <p>Work in line with Charity's values, goals and objectives</p>	<p>Ability to provide fundraising support to individuals, organisations and companies</p>
Physical skills	<p>Able to use a PC more or less continuously.</p> <p>Able to undertake physical effort e.g. sitting, standing, lifting and moving.</p>	
Other requirements specific to the role (eg be able to work shifts/on call)	<p>May be required to travel between QMC and City Hospital and to the community on occasion.</p>	