

## Person Specification

<b>Job title</b>	Communications & Fundraising Officer
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The post holder must be sympathetic with the Christian ethos and support the vision and values of Wellspring.

### Essential

- At least 2 years' experience of working in communications and fundraising in the voluntary sector.
- Appropriate fundraising experience with a proven track record of securing substantial amounts of income from a wide range of relevant fundraising sources.
- Knowledge and experience of developing strategy for communications and fundraising, including the development of key messages to different 'customer groups', from corporate partners to volunteers, through newsletters, social media and website updates.
- Strong networking skills which facilitate a broad base of useful contacts and resources.
- Ability to work sensitively with previous Wellspring clients to collect their stories and re-tell appropriately, through different platforms.
- Experience of writing bids to Trusts and Foundations with proven success.
- Ability to coordinate events as part of a team.
- Excellent written and spoken (face to face and phone) communication skills, tailoring messages to diverse audiences.
- Excellent presentation skills to a variety of audiences with or without use of IT presentation.
- Commitment to flexible working hours to meet the needs of the role which may require some weekend, evening and non-regular hours of work.
- Exceptional organisation, planning and administration skills.
- Highly computer literate: confident and proficient with Word, Excel, PowerPoint, Outlook, internet and data entry, Mailchimp and other marketing software.
- Ability to show initiative and work with minimal supervision, balancing scheduled tasks with short-term opportunities, which may have short deadlines.
- Ability and experience of working flexibly in a small team of staff and volunteers and building strong relationships with colleagues.
- Commitment to working flexible hours, to fulfil the needs of the job role, including some evenings and weekends.
- Commitment to equal opportunities policies and practices.
- Commitment to confidentiality and professional boundaries.

### Desirable

- Knowledge and experience of working within current GDPR practices.
- Experience of working and communicating with Churches.
- Knowledge of safeguarding procedures.
- Experience and understanding of working in a counselling/ therapeutic environment.