

Person Specification

Job title	Head of Fundraising
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Given the Christian Ethos and Values of Wellspring Therapy & Training, it is an occupational requirement that the person undertaking this role is a Christian. This is in line with Wellspring's Belonging and Believing Document.

We are looking for someone with the following demonstrable experience, skills and competencies (E - Essential; D - Desirable):

Qualifications

- Educated to degree level or equivalent (D)
- Qualification in Fundraising (D)

Experience

- Proven record of achievement in securing substantial amounts of income, from a wide range of relevant fundraising sources, in a fundraising position within a charity / not for profit organisation. (E)
- Experience of effective partnership working, development and external relationship management. (E)
- Ability and experience of working flexibly in a small team of staff and volunteers and building strong relationships with colleagues. (D)
- 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. (D)
- Experience of managing, motivating, and developing staff or volunteers. (D)
- Experience of writing bids to Trusts and Foundations with proven success. (E)
- Experience of project management and service delivery across multiple functions. (E)
- Financial management skills including budgeting, risk management and delivery of cost and income targets. (D)
- Experience and understanding of working in a counselling/ mental health environment. (D)
- Experience and ability in management and leadership of people and teams with an attitude of graciousness. (E)

Skills & Knowledge

- A persuasive and passionate communicator with excellent interpersonal skills to represent Wellspring externally to diverse audiences. (E)
- Strong networking skills which facilitate a broad base of useful contacts and resources. (D)
- An understanding of the mental health and voluntary sector. (D)
- Motivating leadership, management and motivational skills. (E)
- Ability to coordinate events as part of a team. (E)

- Ability to work sensitively with previous Wellspring clients to collect their stories and re-tell appropriately, through different platforms. (D)
- Proven organisation, planning and administration skills. (E)
- Highly computer literate: confident and proficient with Word, Excel, PowerPoint, Outlook, internet and data entry. (E)
- Knowledge of safeguarding procedures. (D)
- Legal knowledge of obligations for charities in relation to fundraising. (E)

Personal Attributes

- Clear commitment to the vision of Wellspring and energy and enthusiasm to see it reach its mission to promote good mental health through counselling and training. (E)
- Self-motivated, adaptable, assertive, innovative, punctual, tenacious, reliable and able to maintain confidentiality. (E)
- Ability to show initiative and work with minimal supervision, balancing scheduled tasks with short-term opportunities, which may have short deadlines. (E)
- Commitment to equal opportunities policies and practices. (E)
- Commitment to working flexible hours, to fulfil the needs of the job role, including some evenings and weekends. (E)
- Commitment to confidentiality and professional boundaries. (E)
- Commitment to following Wellspring's social media policy, having an awareness of how personal social media presence can impact the charities reputation and appearance. (E)