

Post: Community Champion

The Health Tree Foundation

Criteria	Essential	Desirable	Method of Assessment
Qualifications and Training	<ul style="list-style-type: none"> • 5 GCSEs above grade C • Computer literate to intermediate level with strong abilities in Microsoft Word, Teams, and Excel 	<ul style="list-style-type: none"> • 3 A levels or NVQ 	<ul style="list-style-type: none"> • Application form • Interview • Certificates
Experience and Knowledge	<ul style="list-style-type: none"> • Experience of providing excellent customer care • The ability to write in plain, jargon-free English to a good standard • Familiarity with a range of events and community fundraising ideas, and local businesses and community groups such as Rotary clubs • Marketing aware, has a good understanding of social media • Must be able to travel to and within North East Lincolnshire and East Yorkshire when required 	<ul style="list-style-type: none"> • Formal or informal fundraising experience • Experience of delivering presentations • Experience of working to targets • Experience of working with local media • Experience of managing multiple successful relationships • Experience of using a database/Customer Relationship Management system • Experience of using eTapestry 	<ul style="list-style-type: none"> • Application form • Interview • Certificates
Skills and Ability	<ul style="list-style-type: none"> • Comfortable speaking in front of groups on line and in public and at different levels • Ability to enthuse, engage and motivate • A team player with the ability to work flexibly and independently, to meet fundraising targets and team goals • Sensitive to the interests of supporters at all times • Excellent written and oral communication skills • Excellent organisation and time management skills. • Ability to work to independently and to deadlines • Ability to interact with a wide variety of people in different circumstances, to achieve positive financial outcomes and to establish long-term relationships and partnerships 	<ul style="list-style-type: none"> • Ability to deliver engaging presentations to a range of different audiences • Fundraising knowledge appropriate to the role • Experience of dealing with bereaved families, friends and carers 	<ul style="list-style-type: none"> • Application form • Interview

	<ul style="list-style-type: none"> • Creative thinker who is quick to respond to opportunities • Full driving licence and access to a car 		
Personal Qualities	<ul style="list-style-type: none"> • Calm under pressure with the ability to multitask • Friendly, helpful and supportive to staff and donors • Empathetic • To be an ambassador for the Health Tree Foundation at all times • Polite • Motivated • Team worker • Conscientious • Confident • Dedicated • Belief in the work of NHS charities • Flexibility and a willingness to work evenings and weekends as required • Ability to maintain confidentiality 	<ul style="list-style-type: none"> • Desire to develop a career in fundraising 	