

Person Specification

Job title: Branch Fundraising Co-ordinator

Branch: Sussex East and Hastings

Criteria	Essential	Desirable
Professional / technical qualifications	Good general standard of education with sound literacy and numeracy skills.	IT qualification
Experience and job knowledge	1 years minimum experience of working in a fundraising role Experience within the charity sector preferred Basic IT experience/knowledge	
Skills and competencies	Use own initiative showing creativity and enthusiasm Ability to work alone. Results driven	
Personal qualities	Confident, friendly and professional.	

Criteria	Essential	Desirable
Special circumstances (if any)	Be able to work 2 days a week from home but come to the RSPCA premises in Hastings as and when required.	Full current driving license Own transport, living within reasonable distance of Hastings