



Fundraising Administrator			
Criteria	Essential	Desirable	How identified
Qualifications and training	Good general education to at least 5 GCSE grade A-C including GCSE English (or equivalent).	Fundraising Qualification	Application
Knowledge and experience	<p>Good knowledge of Microsoft Office, particularly Word, Excel and Outlook.</p> <p>Experience of working in a customer service role or administrative role.</p> <p>Experience of working to targets and deadlines.</p>	<p>An understanding of the requirements of Data Protection Act and GDPR regulation.</p> <p>At least 1 year of experience in a Fundraising role.</p> <p>Experience of working in a small charity or not for profit.</p> <p>Awareness of different funding streams.</p>	Application Interview Assessment
Skills and abilities	<p>Excellent communication skills.</p> <p>Excellent written skills with good attention to detail.</p> <p>A flexible team player.</p> <p>Ability to prioritise demanding workloads and work under pressure to meet strict deadlines.</p> <p>Strong IT skills, including proficiency in all aspects of Microsoft Office and use of the internet.</p> <p>Strong attention to detail and a highly organised approach to work.</p>	<p>Confident using Customer Relationship Management System, as well as social media platforms such as Facebook, Instagram, Linked In and Twitter.</p> <p>Updating content and uploading to the website.</p> <p>Experience of providing training.</p>	Application Interview Assessment



<p>Attitudes and values</p>	<ul style="list-style-type: none"> • Committed to the principles of equal opportunities. • Committed to the aims of CancerCare as stated in the vision and values. • Non-judgemental attitude. • A flexible and positive work ethic, and to problem solve effectively with minimal management/guidance/ Supervision. • Willing to undertake additional responsibilities in line with the development and needs of the charity. • Enthusiastic, energetic and proactive; with a 'can-do' attitude. 	<ul style="list-style-type: none"> • Knowledge of CancerCare's aims and organisation. • Knowledge and understanding of the cancer journey and support services. 	<p>Application Interview Assessment</p>
<p>Others</p>	<ul style="list-style-type: none"> • Ability to travel throughout the areas where services are being delivered. • Ability to work unsociable hours. 		<p>Application Interview Assessment</p>