

NHS Lothian**Post: Planned Giving Fundraising Officer (NHS Lothian Charity)****PERSON SPECIFICATION**

In order to be shortlisted you must demonstrate you meet all the essential criteria and as much of the desirable as possible. When a large volume of applications are received for a vacancy and most applicants meet the essential criteria then the desirable criteria is used to produce the shortlist.

Criteria	Essential	Desirable	How assessed
Personal Traits	• Understands and demonstrates the NHS Lothian's values of quality, teamwork, care & compassion, dignity & respect, and openness, honesty & responsibility through the application of appropriate behaviours and attitudes • Highly motivated with drive, • enthusiasm and commitment • Personable and approachable • Innovative and dynamic • Seeks to add value		A/I
Qualifications and Training	• Degree OR relevant professional experience • Member of the Chartered Institute of Fundraising • Can demonstrate a proactive approach to continual professional development	• Chartered Institute of Fundraising Certificate or Diploma	A/C
Experience and Knowledge	• Demonstrable experience of Legacy and In Memory fundraising • Managing and reporting on income and expenditure • Experienced in product development including researching new opportunities and working with key stakeholders • Up-to-date knowledge of fundraising regulations and data protection law	• A good understanding of the health and social care system in Scotland	A/I

Skills and/or Abilities	• Ability to communicate complex information to a variety of stakeholders in the most appropriate style • Ability to work under pressure and to meet deadlines across several projects • Skilled at building and managing relationships • Excellent written and verbal communications skills • Ability to negotiate and influence others • Ability to direct own workload with minimal supervision • Committed to working as part of an effective team • Ability to keep up to date with new fundraising techniques and tools		A/I/T
Specific Job Requirements	• Occasional unsocial hours • Regular travel required across NHS Lothian and occasionally further afield for training/learning and development opportunities		I

Key – how assessed	
A = Application form	I = Interview
C = Copies of certificates	T= Test or exercise
P = Presentation	R = References