

**NHS Lothian****Post: Trusts Officer****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.

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>How assessed</b>
Personal Traits	<ul style="list-style-type: none"> <li>• Understands and demonstrates NHS Lothian's values of quality, teamwork, care and compassion, dignity and respect, and openness, honesty and responsibility through the application of appropriate behaviours and attitudes</li> <li>• Highly motivated with drive, enthusiasm and commitment</li> <li>• Personable and approachable</li> <li>• Seeks to add value</li> </ul>	<ul style="list-style-type: none"> <li>• Innovative and dynamic</li> </ul>	A/I
Qualifications and Training	<ul style="list-style-type: none"> <li>• Degree OR relevant professional experience</li> <li>• Member of the Chartered Institute of Fundraising</li> <li>• Can demonstrate a proactive approach to continual professional development.</li> </ul>	<ul style="list-style-type: none"> <li>• Chartered Institute of Fundraising qualification</li> </ul>	A/C
Experience and Knowledge	<ul style="list-style-type: none"> <li>• Proven track record of securing significant income through grantmaking trusts and foundations</li> <li>• Specialist knowledge and understanding of Scottish grantmakers, including proven connections in the sector.</li> <li>• Proven skills in prospect research, strategic planning and project management delivery and evaluation.</li> <li>• Experience of summarising complex issues in a concise and easily understood way.</li> <li>• Experience of managing and reporting on income, progress against targets and KPIs</li> <li>• Experience of data management and reporting</li> <li>• Awareness of best fundraising practice and regulations</li> </ul>		A/I/T
Skills and/or Abilities	<ul style="list-style-type: none"> <li>• Excellent communication skills, with an excellent standard of written English, in particular a clear and articulate, persuasive written style.</li> <li>• Ability to interpret complex and technical information into lay terms.</li> <li>• Excellent interpersonal and influencing skills and ability to build meaningful relationships with stakeholders</li> <li>• Ability to work under pressure and to deadlines</li> <li>• Highly organised with good attention to detail</li> </ul>		A/I

	<ul style="list-style-type: none"> <li>• Excellent IT skills including database management</li> </ul>		
Specific Job Requirements			A

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