



Surfers Against Sewage
 Unit 2, Wheal Kitty Workshops
 St Agnes, Cornwall, TR5 ORD

T: 01872 553 001 **F:** 01872 552 615
E: info@sas.org.uk **W:** www.sas.org.uk

PERSON SPECIFICATION

Role: Head of Fundraising

This section details with the experience, knowledge, skills and personal qualities required for the role. We require an experienced charity fundraiser with skills in staff and fundraising management.

EXPERIENCE	ESSENTIAL	DESIRABLE
At least 3 years' experience of working in a charity in the area of fundraising	Y	
Management & co-ordination of significant fundraising activities across a number of fundraising streams	Y	
Staff management – at least 2 years' experience of managing a team of staff working in different areas of fundraising	Y	
Building relationships with a variety of funders	Y	
Management of budgets	Y	
Knowledge of and experience in the following fundraising streams: Membership, Merchandise, Community & Events, Trusts & Foundations, Major donor	Y	
Setting and working to significant fundraising targets	Y	
Working in a pressured, target driven environment, dealing with a variety of issues in any given day	Y	
KNOWLEDGE	Y	
Educated to degree or equivalent level, or equivalent work experience	Y	
Knowledge of the charity fundraising sector	Y	
Knowledge of individual giving schemes such as membership	Y	
Knowledge of charitable trust fundraising	Y	
Knowledge of community and events fundraising	Y	
Knowledge of merchandise fundraising	Y	
Excellent knowledge of Microsoft Office software, Word, Excel, PowerPoint	Y	
An interest in and knowledge of the work of Surfers Against Sewage	Y	
SKILLS	Y	
Excellent attention to details	Y	





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Multi-tasking	Y	
Excellent aptitude for figures, ability to analyse financial information and produce financial reports	Y	
Excellent report writing skills, for a variety of audiences, such as funders, publicity materials	Y	
Ability to manage staff and monitor their work plans	Y	
Ability to work strategically and operationally	Y	
Full driving licence	Y	
PERSONAL QUALITIES		
Commitment to the work of Surfers Against Sewage	Y	
Ability to work and get on with people at all levels of and organisation and the general public	Y	
Ability to motivate & inspire others	Y	
Outgoing, a sense of humour and ability to fit into a close-knit team	Y	
Confidence in own abilities	Y	
Ability to manage own time & work load, work to tight timescales and meet deadlines	Y	
Ability to do presentations and act as spokesperson to the media	Y	
Flexible, reliable and adaptable with an innovative approach to problem solving	Y	
A "can do" attitude to work and working relationships	Y	
Required to work weekends & evenings as necessary	Y	

