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|  | **Job Title:** | **Community Engagement Executive** | **Dept.:** | Fundraising |  |

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|  |  | **Essential** | **Evidence** |  |
| **A: EDUCATION**  **QUALIFICATIONS AND TRAINING**  Level of education, specific qualifications, specialised training, training requirements for the job) | * GCSEs (Level 4/C - Maths and English) equivalent qualifications or relevant experience which demonstrates equivalent academic skills. | Application Form  Certificates |
| **B: EXPERIENCE**  (Length, type and level of work-related experience) | * Experience of coordinating tasks, people and activities. * Experience of working in multidisciplinary teams and with a range of stakeholders. * Experience of building and maintaining successful relationships with customers, clients and/or supporters. * Experience of working in a customer/supporter-facing role. * Experience of general office administration. * Experience of working to and achieving financial targets. * Experience of communicating with a wide range of audiences. * Experience of working/volunteering in a fundraising environment. * Experience of working with volunteers and/or supporters. | Application Form  Interview |
| **C: SKILLS**  **KNOWLEDE**  **ABILITIES**  (Range and level of skills, depth of knowledge required for the job) | * Knowledge of what motivates people to give to charity and how to support them to achieve a common end goal. * Good communication skills, both verbal and written. * Ability to manage multiple tasks any one-time, prioritising workload to meet competing deadline. * Proficient IT skills including MS Office. * Ability to motivate others. * Able to act as an ambassador for the overall work of the charity. * Able to work flexibly, sometimes outside of normal office hours. * Good numeracy and literacy skills. | Application Form  Interview  References  CPD |
| **D: APTITUDES AND ATTRIBUTES** (Communication and interpersonal skills, organisational skills, ability to work on own initiative, to strict protocols/procedures and time scales) | * People person who understands customer/supporter care. * Reliability and commitment. * Honesty and integrity. * Self-motivated and enthusiastic. * Punctual. * Autonomous working. * High professional standards. * Attention to detail. | Application form  Interview  References |
| **E: OTHER JOB REQUIREMENTS**  (Physical/health requirements, specific requirements e.g. car owner/driver, full, clean, current UK Driving Licence) | * Passion and empathy for the cause. * Full driving licence with no endorsements or acceptable endorsements. * Car owner/driver. * Excellent attendance and time keeping. * Team worker. * Undertake full DBS/immigration verification checks in line with MAAC policy and procedures. | Application form  Interview  reference |
|  | **F: PERSONAL QUALITIES AND VALUES** | * **RECEPTIVE –** we define success as **continuous improvement** and aim for **excellence** in our live-saving services and community projects. * **RESPECTFUL** – we are a community-based organisation with a **‘one team’** culture that embraces and encourages **honesty**. * **RESPONSIBLE** – we aim to create the best possible **future for everyone** and thrive to place **sustainability** at the heart of everything we do. * **RELEVANT** – we are **open** to new ideas and ways of working across our clinical and charity operations, providing total **transparency** to all stakeholders. * **RECOGNITION** – we **value our relationships** - with staff, supporters and the wider communities we serve - **working together** to achieve the best possible patient outcome. | Application form  Interview  Reference |  |

**The Charity is committed to safeguarding and promoting the welfare of all stakeholders. All post holders are subject to a satisfactory Disclosure and Barring Service check (DBS) and satisfactory employment references, as well as identification, prohibition, qualification and barred list checks, which will be required before commencing duties**