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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 FormCertificates |
| **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 FormInterview |
| **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 FormInterview ReferencesCPD |
| **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 Interviewreference |
|  | **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 InterviewReference |  |

**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**