

PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

Job Title: Database and Donor Research Officer

Department: External Relationships, Marketing and Communications

Knowledge, Education, Qualifications and Training	Essential	Desirable	Tested by Application Form/Interview/Test
Educated to degree level or substantial relevant experience	E		Application Form
Skills and Abilities			
Excellent communication and interpersonal skills, able to work collaboratively across organisational boundaries and a constructive team player	E		Application Form/Interview
Ability to work independently, prioritising workload and working flexibly when appropriate	E		Application Form/Interview
Excellent IT skills including knowledge of Excel, Word, Outlook and PowerPoint	E		Test
Excellent organisational skills, experience of setting up new processes and able to work to tight deadlines whilst maintaining quality	E		Application form/interview
Ability to produce accurate work with close attention to detail	E		Application Form/Interview/Test
Ability to deal with confidential data sensitively and in accordance with data protection policies	E		Application Form/Interview
Experience			
Experience of using a relationship management database such as Raiser's Edge	E		Application Form/Interview
Experience of data manipulation and analysis	E		Application Form/Interview/Test
Experience with reporting tools such as SQL, Pivot Tables		D	Application Form/Interview
Previous experience of the Higher Education or voluntary sector		D	Application Form
Other requirements			
History of active involvement in profession (conferences, seminar organization etc.)		D	Application form
A commitment to continuous personal development.	E		Interview