

PERSON SPECIFICATION

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

Job Title: Development Intern

Department: External Relationships

	Essential	Desirable	Tested by Application Form/Interview/Test
Knowledge, Education, Qualifications and Training			
Educated to A Level standard or equivalent	X		Application form
An understanding of Development, Fundraising & Alumni Relations	X		Interview
Skills and Abilities			
An excellent standard of written English, with good copywriting skills	X		Application form/Test/Interview
The ability to effectively engage with a range of stakeholders	X		Interview
Excellent IT skills			Application form/Test
Excellent organisational skills with a good eye for detail	X		Application form/Test

The ability to work independently to deadlines	X		Application form/Test
Experience			
An interest in and experience of using key social media platforms and good written communication skills	X		Application form
Other requirements			
Team player with a proactive, positive and enthusiastic approach	X		Interview
Trustworthy, with an appreciation of the requirements of handling sensitive data	X		Interview/Test