

# The Quetzal Project - Person Specification

**Job Title:** Community Fundraiser and Social Media

This person specification seeks to define a person most suited for the post. Candidates will be required to meet all the essential requirements and, if possible, the desirable ones. Reference to these must be included in your application form and will help in the selection of candidates for interview.

Attributes	Essential	Desirable	How Assessed
<b>Qualifications</b>			
Educated or studying for a degree level in a relevant subject	✓		A/I/R
<b>Experience and knowledge</b>			
Proven experience in digital communications and/or marketing , including writing and editing content for social media	✓		A/I
Experience of setting up and maintaining effective administration systems including managing data through databases	✓		A/I
At least 6 month’s experience of working or volunteering for a charity		✓	A/I/R
Experience of individual giving and delivering community fundraising events	✓		A
Experience of promoting an organisation to increase awareness and support		✓	A/I
<b>Skills and Abilities</b>			
Excellent written English, able to write in a clear, concise way with attention to detail	✓		A
Strong organisational and administrative skills, with an ability to work in a systematic and methodical manner	✓		A/I/R
High level of IT literacy and excellent working knowledge of using standard office software and social media	✓		A/I/R
Ability to undertake research, analyse and evaluate information	✓		A/I/R
Creativity in delivering our message through promotion and marketing		✓	A/I
A self-motivated individual who is able to work independently as well as being part of a team	✓		A/I

Be able to use a camera and edit photos		✓	A
<b>Personal Qualities</b>			
Confident communicator and networker	✓		A/I
Positive and flexible attitude to work	✓		A
Mature and sensitive, with a genuine interest in the work of the Quetzal project	✓		A/I
Willingness to attend events outside of normal office hours on occasion	✓		A
<b>Other</b>			
To work within the organisation's confidentiality policy with respect to confidential or sensitive information		✓	A/I
Driving licence and access to a car		✓	A

### Methods of Assessment

- A Application Form
- I Interview
- R References
- D Documentary Evidence