



## PERSON SPECIFICATION FORM

<b>Post:</b>	<b>Relationship Officer - Corporate</b>
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<b>Department:</b>	<b>Fundraising</b> Lewis-Manning Hospice 1 Crichel Mount Road, Lilliput, Poole BH14 8LT
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	Criteria	Essential or Desirable
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Recent relevant experience of fundraising in a charity or account management</li> <li>• Experience of working within a team</li> <li>• Experience of working with IT packages; Word, Excel, PowerPoint, Publisher and databases</li> <li>• Experience and willingness to engage in public speaking opportunities</li> </ul>	<p><b>Essential</b></p> <p><b>Essential</b></p> <p><b>Essential</b></p> <p><b>Essential</b></p>
<b>Skills:</b>	<ul style="list-style-type: none"> <li>• Strong interpersonal skills with an engaging personality</li> <li>• Excellent communication and listening skills</li> <li>• Strong organisational skills</li> <li>• The ability to explain complex information clearly, simply and persuasively</li> <li>• Good sales and negotiation skills</li> <li>• A passion for the cause</li> <li>• Plenty of drive, initiative and motivation</li> <li>• An honest and trustworthy manner</li> </ul>	<p><b>Essential</b></p> <p><b>Essential</b></p> <p><b>Essential</b></p> <p><b>Essential</b></p> <p><b>Essential</b></p> <p><b>Essential</b></p> <p><b>Essential</b></p> <p><b>Essential</b></p>

	<ul style="list-style-type: none"> <li>• Strong time management capabilities</li> </ul>	<b>Essential</b>
	<ul style="list-style-type: none"> <li>• An ability to multi-task and prioritise work load under pressure</li> </ul>	<b>Essential</b>
	<ul style="list-style-type: none"> <li>• An ability to work carefully and methodically</li> </ul>	<b>Essential</b>
	<ul style="list-style-type: none"> <li>• An ability to respect confidentiality at all times</li> </ul>	<b>Essential</b>
	<ul style="list-style-type: none"> <li>• An ability to understand the ethos of this voluntary organisation and the need to give some voluntary commitment for the smooth running of the Trust.</li> </ul>	<b>Essential</b>
	<ul style="list-style-type: none"> <li>• A self-motivated team player</li> </ul>	<b>Essential</b>
	<ul style="list-style-type: none"> <li>• An ability to be flexible in working methods</li> </ul>	<b>Essential</b>
	<ul style="list-style-type: none"> <li>• Ability and willingness to work out of hours</li> </ul>	<b>Essential</b>

LMH is a no-smoking environment