

**Bid Writer / Fundraising Project Officer
Person Specification**

Quality	Job Requirements	Measured by	
Experience	- Proven experience of securing funding through bid writing.	D	AF
	- Experience of researching & writing compelling proposals to obtain funding.	E	I/Ex
	- Knowledge or experience of collating monitoring information and reporting.	E	AF/I
	- Experience of working independently to drive & deliver multiple projects.	E	AF/I
	- Experience of working in a not for profit organisation desirable.	D	AF
Skills	- Strong interpersonal skills that enable you to build good relationships & engage clearly with people at all levels.	E	I
	- Excellent written & verbal communication Skills.	E	AF
	- Numerical skills, experience of setting & managing a budget.	D	I/Ex
	- Problem solving & negotiation skills.	E	I
	- Team working skills & the ability to work independently with little direction to prioritise work load.	E	I
	- Excellent IT skills including Word, Excel & database use.	E	AF/I
	- Confident, creative thinker, self-motivated, target driven, strong team player.	E	AF/I
	- Ability to work under pressure to demanding deadlines, delivering objectives to agreed scales.	E	AF/I
Personal Qualities	- Ability to deal positively with change.	D	I
	- A flexible approach to work	D	I
	- Proactive	E	I
	- Engaging manner and personality	D	I
	- Personal sensitivity, empathy & flexibility	D	I
	- Strong commitment to Home-Start ethos	E	I
	- Willingness to undertake training & a DBS check	E	I

November 2018.