

PERSON SPECIFICATION

Role: Head of Fundraising & Partnerships

April 2026

| Qualities REQUIRED | ESSENTIAL | DESIRABLE |
|---|-----------|-----------|
| Attainment/Qualifications | | |
| Good educational background (A-levels or equivalent Level 3 qualification) | X | |
| Member of Institute of Fundraising | | X |
| Knowledge & Experience | | |
| Significant fundraising experience and a successful track record of delivering income generation in a charity context (evidence of direct responsibility for securing 6-figure funding successes) | X | |
| Solid experience of fostering strong external relationships and building key strategic funder/partner relationships (6-figure funding) | X | |
| Significant experience in at least one of these areas: <ul style="list-style-type: none"> - Corporate fundraising - Major donor fundraising - Grant-making trust fundraising | X | |
| Proven experience of delivering against fundraising and other targets | X | |
| Solid experience in a senior fundraising role within a medium sized organisation | X | |
| Experience of managing and motivating colleagues– both direct reports and more widely | X | |
| Good experience of developing and implementing efficient systems, processes and people to support fundraising effectiveness & efficiency | X | |
| Excellent knowledge of funding agreements, contracts, due diligence etc in a charity context | X | |
| Experience of overseeing and supporting an organisation’s financial management (external accountants in place) | | X |
| Abilities | | |
| Highly persuasive individual – able to develop and present a compelling case for support both in writing and in person | X | |
| Highly credible with confidence, gravitas, excellent inter-personal skills and ability to influence at a high level | X | |
| Entrepreneurial flair and ability to create and develop opportunities | X | |
| Excellent relationship building skills esp. with corporate partners | X | |
| Highly organised with excellent forward planning and attention to detail | X | |
| High level of IT and Data literacy including CRM (e.g. salesforce), Microsoft office and other software such as PowerBI | X | |
| Able to deputise for CEO with confidence and competence (although longer term potential to operate at this level is essential) | | X |
| Motivation & Personal Attributes | | |
| High level of personal responsibility and willingness to do what is necessary to drive the Trust forward and support its long-term success | X | |
| Genuine passion for social mobility and creating opportunities for young people – <i>and in particular through charity-industry partnership</i> | X | |
| Desire to continuously learn, develop and grow as a charity leader at a senior level, including deputising at CEO level | X | |
| Hard-working, self-motivated and a can-do approach | X | |
| Professional appearance | X | |
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