



Watford Grammar School for Girls

Person Specification

Position:	Fundraising Development Manager
Department:	Business & Finance

	Requirement	Desired/Essential	Assessment
Qualifications	Good pass in GCSE Maths and English (or equivalent)	Essential	Application Form
	Fundraising qualification from Institute of Fundraising or other accredited body	Desired	Application Form
Specific Training Requirements	Experience of using MS Office Suite	Essential	Application Form
	Experience of using fundraising IT software	Desirable	Application Form
	Knowledge and experience of using Adobe Creative Suite and/or Canva for Marketing activities	Desirable	Application Form
	Knowledge of compliance to GDPR regulations	Essential	Application Form
Experience	Professional experience of fundraising and/or education development	Essential	Application Form Interview
	Proven ability to develop effective relationships with a variety of stakeholders	Essential	Interview
	Experience of working in a school environment	Desirable	Application Form
Knowledge	Knowledge of individual and legacy giving principles	Essential	Interview
Skills & Competencies	Excellent research skills, including high	Essential	Interview



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	level of attention to accuracy and detail		
Communication Skills	Excellent verbal and written communication skills	Essential	Interview Application Form
Personal Attributes	Self-motivated and resilient with a positive attitude and the ability to work under own initiative	Essential	Interview
	Enthusiastic and proactive team member, committed to sharing success and supporting colleagues.	Essential	Interview
	High level of professionalism and integrity	Essential	Interview

Notes

Applicants called for interview should note that the interview itself (and/or any additional tasks to be performed, if applicable) will be appropriate to the role advertised and:

- Focus on the requirements to carry out the duties of the job, as described
- Explore issues relating to the safeguarding and promoting the welfare of children, including
 - Motivation to work with children and young people
 - Ability to form and maintain appropriate relationships and personal boundaries with children and young people
 - Emotional resilience in working with challenging behaviours
 - Attitudes to use of authority and maintaining discipline
- Be used to explore any relevant issues arising from references received