



Person Specification

Job Title – Community and Events Fundraiser

Location - NeuroMuscular Centre (NMC), Woodford Lane West, Winsford, Cheshire, CW7 4EH

Responsible to – Head of Operations

The right candidate will need to have a combination of the following knowledge, experience and competencies in order to engage with supporters, volunteers and community groups:

- Experience of planning and managing successful projects or events, in a paid or voluntary capacity.
- Experience of working in a customer or volunteer focussed environment.
- The ability to plan, develop and achieve results from new ideas.
- Be committed to maximising income generation in a cost-effective way.
- Knowledge of managing a budget
- Be comfortable working within a target-driven environment.
- An abundance of initiative, lateral thought and self-motivation.
- Hardworking, conscientious self-starter.
- IT literate (MS Office applications)
- Experience of working with Microsoft 365 and Microsoft Dynamics is desirable, but not essential as training will be provided.
- Excellent time management skills.
- Strong interpersonal skills and an ability to communicate effectively at all levels.
- Experience and confidence in public speaking is desirable but not essential.
- Be a team player, but with the ability to work independently.
- Able to work flexible hours including evenings and weekends when required.
- Car owner/full-time access to a car, with a full driving license.