

Person Specification Development Officer



Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

1. Experience of working in a fundraising role.
2. Experience of event organisation.
3. Knowledge of practical fundraising activities across a wide range of disciplines including statutory/government bodies, trusts and foundations, individuals and companies.
4. Ability to identify and select potential funding sources for Tyne & Wear Archives & Museum.
5. Ability to prepare fundraising applications and other fundraising documentation.
6. Ability to work independently or as part of a team.
7. Effective communication skills, both written and oral.
8. Effective organisational skills, with high level of numeracy.
9. IT skills, including experience of using MS Office, email, internet and data base software.
10. Enthusiasm to develop a career in fundraising and support the work of Tyne & Wear Archives & Museum.
11. Commitment to Equal Opportunities and anti-discriminatory practice.

Desirable

1. Experience of working in the arts, charities or museums/heritage sector.
2. Experience of managing a Friends or membership type scheme.
3. Knowledge of CRM systems.
4. Ability to use social media to raise awareness of TWAM's case for support.

Part B

The following criteria will be further explored at the interview stage:

1. Experience of working in a fundraising role
2. Experience of event organisation.
3. Knowledge of practical fundraising activities across a wide range of disciplines including statutory/government bodies, trusts and foundations, individuals and companies.
4. Ability to identify and select potential funding sources for Tyne & Wear Archives & Museum.

5. Ability to prepare fundraising applications and other fundraising documentation.
6. Ability to work independently or as part of a team.
7. Enthusiasm to develop a career in fundraising and support the work of Tyne & Wear Archives & Museum.
8. Commitment to Equal Opportunities and anti-discriminatory practice.

Additional Requirements

1. Ability to work occasional evenings and weekends.