



**Part A**

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

**Essential**

1. Experience of using database software to analyse and manage data as a key tool in customer relationship management and the generation of income.
2. Strong analytical and research skills; ability to identify and interrogate information from a variety of reference sources.
3. A thorough understanding of current trends, legislation and best practice guidance in relation to data protection and fundraising research.
4. Ability to build and sustain effective relationships, engage with a wide range of people.
5. Excellent written and verbal communication skills with the ability to prepare concise reports displaying a high level of attention to detail and accuracy.
6. Strong organisational skills; able to work on multiple tasks and prioritise competing deadlines.
7. Excellent IT skills, with experience of using MS Office, email, internet and fundraising software packages.
8. Ability to work within a target driven environment.
9. Demonstrate an enthusiasm to develop a career in research and database management to support the fundraising work of Tyne & Wear Archives & Museums.
10. Commitment to Equal Opportunities and anti-discriminatory practice.

**Desirable**

1. Experience of undertaking database management and potential donor research within an arts, museums or heritage environment.

**Part B**

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

1. Ability to understand and use database software to analyse and manage data and prepare comprehensive relevant reports.
2. Strong analytical and research skills; ability to identify and interrogate information from a variety of reference sources.
3. A thorough understanding of current trends, legislation and best practice guidance in relation to data protection and fundraising research.

4. Excellent written and verbal communication skills.
5. Strong organisational skills; able to work on multiple tasks and prioritise competing deadlines.
6. Excellent IT skills, with experience of using MS Office, email, internet and fundraising software packages.
7. Demonstrate an enthusiasm to develop a career in research and database management to support the fundraising work of Tyne & Wear Archives & Museums.
8. Commitment to Equal Opportunities and anti-discriminatory practice.

### **Additional Requirements**

1. The job role will require the post holder to work on occasional evenings / weekends.
2. The post holder will be required to travel in the North East region to work at a number of sites/locations.