

<b>Person Specification</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and Skills</b>		
Customer-focused (internal and external), communications and fundraising professional	✓	
Competent with office IT, web content management systems and all forms of social media	✓	
Excellent written skills, with knowledge of management reporting and report writing skills	✓	
Ability to deliver face to face membership sales and commercial sponsorship packages.	✓	
Current UK valid driving licence and with their own car (for weekly business use)	✓	
<b>Experience</b>		
Demonstrable appreciation and general understanding of the CS work across conservation, planning, community and campaigning and with an affinity for the work of the Trust		✓
Strong written and oral communication skills; able to present information in an effective way to different audiences	✓	
Track record of developing new initiatives with at least three years successful track record in communications, sales and/or fundraising development		✓
Experience of project management and budget processes		✓
Ability to achieve significant income through securing new business	✓	
Excellent negotiating and influencing skills	✓	
Proactive, innovative and highly organised	✓	
Experience of working and leading volunteers		✓
Experience of working with external clients or stakeholders within a business or charity environment		✓
<b>Abilities and Personal Attributes</b>		
Willing to work weekends and occasionally evenings	✓	
Excellent organisational skills, ability to work under pressure and to meet deadlines	✓	
Ability to deal with the public, CS members and volunteers in a friendly and professional manner in a variety of situations	✓	
Team player, with the ability to work co-operatively with others as part of a team	✓	