



Skills

Requirement	Essential/Desirable	Measurements
Excellent IT skills, including knowledge of Word, Excel, and Powerpoint	Essential	From the application form, Documentary evidence, Probing at interview
Use of IT Fundraising package (eg. Raiser's Edge)	Desirable	From the application form, Documentary evidence, Probing at interview
Financial skills including the ability to construct and use spreadsheets to monitor a budget and to analyse data to present management information	Essential	From the application form, Documentary evidence, Probing at interview
Ability to communicate effectively with a range of people including staff, professionals, and funders through the use of written and verbal communication	Essential	From the application form, Documentary evidence, Probing at interview
Ability to supervise and support the work of others	Essential	From the application form, Documentary evidence, Probing at interview
Excellent organisational skills and ability to manage multiple priorities effectively and deliver on time and to budget	Essential	From the application form, Probing at interview

Knowledge

Requirement	Essential/Desirable	Measurements
Working knowledge and experience of fundraising	Essential	From the application form, Documentary evidence, Probing at interview
Good knowledge of budgets	Desirable	From the application form, Documentary evidence, Probing at interview



Experience

Requirement	Essential/Desirable	Measurements
Experience of successfully managing a team, including coaching and supporting performance	Essential	From the application form, documentary evidence, probing at interview
Experience of working in the education or third sectors	Desirable	From the application form

Qualifications

Requirement	Essential/Desirable	Measurements
Education to A Level or equivalent	Essential	Documentary evidence, From the application form, Probing at interview
Qualifications in Marketing/PR/Fundraising or similar	Desirable	Documentary evidence, From the application form, Probing at interview

Other

Requirement	Essential/Desirable	Measurements
Able to work as part of a team	Essential	From the application form, Probing at interview
To promote equality and diversity in working practices and maintain positive working relationships	Essential	From the application form, Probing at interview
Commitment to the aims and values of Bedales and an ability to communicate these effectively to supporters and stakeholders	Essential	Probing at interview
Enthusiastic, with a positive approach to the role	Essential	Probing at interview
Initiate, develop & maintain key relationships with external parties to increase the fiscal status of the Development Trust	Essential	Probing at interview
To constructively work towards agreed financial targets to achieve optimum funds for the Bedales Development Trust	Essential	Probing at interview