

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"> <li>▪ A degree or equivalent</li> <li>▪ Proven track record of Business Development – fundraising and/or commercial development</li> </ul>	<ul style="list-style-type: none"> <li>▪ Relevant fundraising qualification</li> </ul>
<b>Qualifications/ Experience</b>	<ul style="list-style-type: none"> <li>▪ Experience of implementing multiple fundraising strategies</li> <li>▪ Experience of leading a variety of campaigns</li> <li>▪ Experience of building links with partner organisations and business</li> <li>▪ Experience of developing and sustaining working relationships</li> <li>▪ Experience of working with multiple stakeholders</li> <li>▪ Experience of managing data and database management</li> <li>▪ Experience or producing reports and analysis</li> <li>▪ Working in a professional office environment and working with confidential data</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of working within an educational environment</li> <li>▪ Demonstrable experience of event management and planning</li> </ul>
<b>Skills/ Knowledge</b>	<ul style="list-style-type: none"> <li>▪ Knowledge of the principles and practices of fundraising and donor relations</li> <li>▪ Knowledge of relevant fundraising general data protection (GDPR), tax and charity law.</li> <li>▪ Highly developed ICT skills</li> <li>▪ Ability to build lasting business relationships with the skill and confidence to work with people at all levels.</li> <li>▪ Flexible, with a pro-active approach to new ideas and opportunities.</li> <li>▪ A high standard of written and spoken English with excellent communication and presentation skills, both verbal and written.</li> <li>▪ Ability to communicate effectively with all key stakeholders through a variety of platforms.</li> <li>▪ Ability to prioritise and escalate work schedules.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of handling difficult situations in a positive and confident manner and be robust in dealing with negative outcomes.</li> </ul>



<b>Personal Skills</b>	<ul style="list-style-type: none"> <li>▪ Commitment to learning</li> <li>▪ Enthusiastic, positive and 'can do' attitude</li> <li>▪ A self-motivated, tenacious self-starter with energy, stamina and resilience.</li> <li>▪ A dynamic individual who is goal orientated and a team player.</li> <li>▪ Enjoys working independently – takes initiative, self-motivated, ability to manage own time, organise workload and work efficiently to meet deadlines</li> <li>▪ Quick learner, able to be flexible and adapt to context and surroundings</li> <li>▪ Diplomacy Skills</li> <li>▪ Calm under pressure</li> <li>▪ Reliability, integrity, resilience and stamina</li> <li>▪ Respects confidentiality</li> <li>▪ A commitment to CAPA College ethos</li> <li>▪ Willing to seek support and advice when necessary</li> <li>▪ Enthusiasm and commitment for working in a creative organisation with a focus on young people (aged 16-19)</li> <li>▪ Willingness to lead by example in terms of work ethic, dress and behaviour</li> <li>▪ Robust sense of humour</li> <li>▪ Excellent attendance and punctuality records</li> </ul>
<b>Flexibility/ availability</b>	<ul style="list-style-type: none"> <li>▪ Flexibility to work some evenings and weekends to meet the needs of the College eg. performances and events</li> </ul>

CAPA College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are subject to an enhanced DBS check prior to taking up appointment with CAPA College.