

Person Specification



Events & Fundraising Apprentice

The criteria below reflect the realistic requirements in terms of skills, abilities, qualifications and personal attributes necessary for effective performance in this post.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ✓ A Level or equivalent qualification – pass or above (A-D) in any subject ✓ 5 GCSE's including English and Maths (or equivalent) at grades 4+ (A-C) in any subject 	
Skills and Knowledge	<ul style="list-style-type: none"> ✓ Excellent oral and written communication skills ✓ High level of attention to detail ✓ Excellent planning and administration skills ✓ Excellent interpersonal communication skills with a caring, empathic approach and ability/experience of dealing with a wide spectrum of people ✓ Efficient, organised and able to prioritise and work to deadlines 	<ul style="list-style-type: none"> ✓ Experience of working or volunteering in the charity sector ✓ Confident in the use of MS Office suite programmes
Personal	<ul style="list-style-type: none"> ✓ Motivated and enthusiastic ✓ Flexible and adaptable ✓ Ability to remain calm in a busy developing environment and to meet tight deadlines ✓ Appreciate diversity; non-judgmental approach ✓ Good sense of humour, enjoy working within a team ✓ Passionate about charitable fundraising 	
Other	<ul style="list-style-type: none"> ✓ Commitment to the work and values of Blythe House Hospicecare ✓ Full current driving licence with access to use a vehicle 	