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**Grants and Development Coordinator – Person Specification**

**All criteria are essential unless otherwise stated**

**Attributes and personal qualities**

1. Creative and uses initiative. Open to challenge, embraces problem solving;
2. Enthusiastic and positive, able to come up with innovative ideas and see these through into projects;
3. A great communicator and team player, passionate about working with others to get things done;
4. Self-confident and practical, able to take ownership and drive tasks to completion, seeking support where needed;
5. Excellent attention to detail;
6. Interested in community and having a positive social impact through work.

**Skills and experiences**

1. Exceptional communication skills with a proven track record of producing a range of high-quality written materials;
2. Excellent research and presentation skills;
3. Experience of working in partnership with groups or organisations to achieve innovative outcomes that achieve social impact;
4. Experience of developing or delivering a successful fundraising, marketing or social media campaign;
5. Experience of working within a corporate social responsibility context (desirable)
6. Experience of writing successful bids and grants (desirable);
7. Experience of working with vulnerable people (desirable).

**Other:**

1. A demonstrable interest in homelessness or social exclusion;
2. Willingness to work occasional evenings, weekends, seasonal holidays, and be on 365 Shelter on call rota.