

## Person Specification



**Job Title:** Legacy Administration Officer  
**Department:** Fundraising  
**Location:** Warwick  
**Responsible to:** Individual Giving Manager

Attributes	Essential	Desirable
<b>Experience</b>	<p>Customer service and/or donor care experience</p> <p>Experience of managing a varied diary and workload</p> <p>Experience of working to deadlines</p>	<p>Fundraising experience</p> <p>Experience of working with databases</p> <p>Experience of legacy administration in a charity or legal firm context</p> <p>Experience in estate law and inheritance tax (IHT)</p>
<b>Skills and Attributes</b>	<p>High level of computer literacy in a wide range of programmes including Microsoft Office</p> <p>Clear and articulate written and verbal communication skills</p> <p>Excellent people skills – including negotiation and being able to adapt to diverse audiences</p> <p>Efficient, organised and methodical with an eye for detail</p> <p>Ability to work independently and as part of a team</p> <p>Flexible, able to multitask and able to work well under pressure</p> <p>Professional and approachable</p> <p>Enthusiastic and committed</p>	
<b>Other</b>	The right to work in the UK	UK driving licence and access to a vehicle for work

