

## Person Specification



**Job Title:** Charity Sales Fundraiser

**Department:** Lottery & Commercial Operations

**Location:** Mobile across Coventry & Warwickshire

**Responsible to:** Lottery & Commercial Operations Manager

Attributes	Essential	Desirable
<b>Educational / Professional Qualifications</b>	Basic school education	
<b>Previous Experience</b>	<p>Face-to-face sales experience</p> <p>Demonstrable record of high performance in a similar environment</p>	<p>Door to door sales experience</p> <p>Face-to-face fundraising experience which could include regular giving or lottery promotions</p> <p>Sales experience in retail outlets</p> <p>Fundraising experience</p>
<b>Skills and Attributes</b>	<p>Good oral and written communication skills</p> <p>Well organised</p> <p>Ability to manage a diverse calendar of events and locations</p> <p>Ability to interact confidently with a diverse range of audiences and build rapport quickly</p> <p>Flexibility</p> <p>Ability to work independently</p>	<p>Microsoft Office proficiency</p>

	Creativity  Basic IT skills  Self-motivated  Interest in and understanding of our cause  Ability to create and maintain high performance  Ability to adapt to surroundings  Self-awareness	
Other	The right to work in the UK  Full, clean UK driving licence and use of or access to a vehicle	