

**Fundraising Officer (Northern Ireland)**

**Personal Specification**

**Essential:**

* Committed to ROC’s values and aims.
* Understand and empathise with ROC’s vision; passionate about impacting lives through ROC’s multi-agency, collaborative model of project delivery.
* Excellent communication skills in both written and presentation format.
* Strong interpersonal skills with the ability to build rapport and work collaboratively as well as develop relationships with key contacts and donors.
* Competent using IT particularly Microsoft Office packages Excel, Outlook, PowerPoint and Word.
* Highly motivated with a proactive work ethic, able to work independently within a level of accountability as well as work as part of a team.
* Willing to work unsociable hours including evenings/weekends where required.
* Willing to actively participate in the learning and training development opportunities with Rank Foundation which will include travel within the UK and possible overnight stays.

**Desirable:**

* Experience of handling confidential data in accordance with the General Data Protection Regulation.
* Experience of completing funding grant applications.
* Experience of fundraising for charities/community and voluntary groups.