

Person Specification	Details	
Job Title:	Partnerships Assistant	
Knowledge & Experience	Essential	Desirable
Experience of working in a fundraising environment, either paid or voluntarily		X
Experience of Challenge or Community fundraising (either paid or voluntary)		X
Experience of working in a busy office environment	X	
Experience of managing and prioritising a busy and varied workload effectively and efficiently	X	
Experience of building strong relationships, for example with colleagues, supporters, customers and/or suppliers		X
Experience of researching, recording and reporting on information gathered independently, from briefs		X
Experience of writing in a fundraising context, for example, proposals, event flyers, newsletters		X
Experience of using social media sites	X	
Knowledge and understanding of the charity sector, fundraising practices and relevant fundraising legislation		X
Knowledge of spinal cord injury		X
Skills		
A high standard of written and spoken English	X	
A high standard of accuracy and attention to detail	X	
Strong numerical skills	X	
Strong team player and interpersonal skills	X	

Excellent organisation and time management skills, with the ability to multi-task	X	
Ability to work on own initiative	X	
Ability to use Microsoft Office including Word, Excel, PowerPoint and Outlook	X	
Ability to use the Internet, web-based software and social media sites	X	
Ability to use a CRM database to support fundraising activity and adhere to the principles of data protection		X
General		
Evidence of good educational background or relevant work experience	X	
Innovative, self-motivated and target driven	X	
Positive, collaborative, with a 'can do' attitude and solution-focused approach to problem solving.	X	
Diplomatic and discreet, especially when dealing with donors' personal information.	X	
Knowledge of the UK voluntary sector, preferably disability charities		X
Ability to empathize with people living with disability, and a desire to make a positive impact in their lives	X	

APPLICATION FOR EMPLOYMENT

For which post are you applying?

How did you learn of this vacancy?

Forename(s):	Last Name:
Address:	
Home No:	Work No:
Mobile No:	Email:
Name and address of present or most recent employer:	
Telephone no:	
Current post title:	
Brief description of duties:	
Current pay:	
Period of notice required by employer:	

REFERENCES

Please give names and address of two referees, one of whom should be your current or most recent employer.

Employer	Employer/personal
Name:	Name:
Job Title:	Job Title:
Company:	Company:
Address:	Address:
Telephone No.	Telephone No.
Email:	Email:

Should referees be approached prior to interview?	Yes		No	
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EDUCATION

General Education Qualification	Level	Grade

Further Education/Professional Qualification	Level	Grade

EMPLOYMENT HISTORY

Name and address of employer (most recent first)	From	To	Position and Key Achievements	Reason for Leaving

PERSONAL DEVELOPMENT

Please state any courses, membership, voluntary work or public service/duties you consider relevant, with outcomes where applicable.

Are you to your knowledge, related to any executive member or employee of the Spinal Injuries Association? If so, please give details.

SUPPORTING STATEMENT

This is an opportunity to draw attention to aspects of your career, training courses attended, interests, ambitions, etc., which make you suitable for the post. Please also state why you are interested in applying for this post and make particular reference to the Job Description and Person Specification. Use additional sheets if necessary.

SIGNATURE

The information given in this application is, to the best of my knowledge, true and accurate. I understand that any false declarations may lead to the withdrawal of a job offer or termination of employment.

Signature of applicant

Date

EQUALITY & DIVERSITY MONITORING

This section of the application form will be detached from your application form and used for monitoring purposes only. The Spinal Injuries Association is fully committed to the promotion of equality and diversity within our organisation. We would be grateful if you would help us to review our process of staff recruitment by completing this questionnaire. Completion is entirely voluntary and the information provided in this section will not be used as part of the recruitment process.

Age			
16-24		45-54	
25-34		55-64	
35-44		Over 65	
Prefer not to say			

Gender

Female		Male		Prefer not to say	
Gender Identity (if appropriate)					
If you identify as transsexual, transgender (in that you have effected a permanent change of gender identity) or as intersex which group do you identify with?					
Transsexual		Transgender		Intersex	

I would describe my ethnic origin as:					
Asian or Asian British		Black or Black British		Mixed	
Bangladeshi		African		White & Asian	
Indian		Caribbean		White & Black African	
Pakistani		Other Black background		White & Black Caribbean	
Other Asian background				Other mixed background	
White			Other Ethnic Group		
British		Scottish		Chinese	
English		Welsh		Any other ethnic group	
Irish		Other White background			
Prefer not to say					

Please choose the option that best describes your sexuality					
Gay Woman/Lesbian		Gay Man/Homosexual		Bisexual	
Straight/Heterosexual		Prefer not to say			

Please indicate your religion or belief					
Baha'i		Hindu		Muslim	
Buddhist		Jain		Sikh	
Christian		Jewish		Other	
Prefer not to say					

Do you consider yourself to have a disability under the Equality Act 2010? In the Act, a person has a disability if they have a physical or mental impairment and the impairment has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities.					
Yes		No		Prefer not to say	

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