**QUALIFICATIONS AND TRAINING**

[www.pactforautism.org.uk](http://www.pactforautism.org.uk)

info@pactforautism.org.uk

Degree or

Professional qualification or

Relevant and demonstrable experience of fundraising, project management and / or event organising

**KNOWLEDGE AND EXPERIENCE**

Experience of voluntary or charity sector

Experience of planning and organising events

Experience of providing customer service and / or dealing directly with supporters, general public and other businesses

Experience of report and letter writing

Experience of working with MS Office, particularly in Excel, Word and PowerPoint

Experience of conducting research and working independently

**SKILLS AND ABILITIES**

Strong written and verbal communication skills

Ability to prioritise effectively and meet deadlines

Ability to work on own initiative and develop ideas

Friendly and personable with the ability to build rapport with donors, businesses and other supporters

Good understanding of fundraising techniques and the charity sector

Ability to produce publications and promotional literature

**PERSONAL QUALITIES**

Proactive, positive approach to developing the work of the Charity

Attention to detail

Flexibility and willingness to learn new skills

Professional, reliable and responsible

Commitment to the development of PACT for Autism services

Ability to work as part of a team

Robustness, commitment and team spirit