**Prisoners’ Advice Service – Fundraising and Communications Manager**

**Person Specification**

**Essential:**

* Experience in drafting and following fundraising strategies;
* Significant experience of securing major gifts for a charity or NGO, particularly relating to trusts, foundations, corporates, individuals and institutional funders;
* Experience of identifying and researching new major gift prospects;
* An understanding of the skills required for building and maintaining relationships with large grant giving bodies, corporates and individuals;
* An ability to work competently with budgets and with figures more generally;
* Excellent written and oral communication skills;
* An ability to talk confidently to a wide range of stakeholders at a high level;
* Excellent time management skills;
* Close attention to detail;
* The ability to work independently; also to liaise with legal caseworkers to understand the work they do and effectively communicate this to funders;
* The ability to supervise volunteers and line manage the Trusts Fundraiser;
* Computer literacy and good understanding and experience of using social media platforms for a charity;
* Experience of organising events.

**Desirable:**

* Good knowledge of the issues prisoners face, and of social justice themes more generally;
* Experience of regularly liaising with a board of trustees regarding organisational development.