

Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

1. Experience of using database software to analyse, monitor and manage data and prepare comprehensive relevant reports.
2. Strong analytical experience and research skills; ability to identify and interrogate information from a variety of reference sources.
3. A thorough understanding of current trends, legislation and best practice guidance in relation to data protection.
4. Experience of working within or in conjunction with a fundraising team.
5. Confident, assertive and capable of building and sustaining effective relationships both internally and with regional networks and contacts.
6. Excellent written skills with the ability to prepare concise reports displaying a high level of attention to detail and accuracy.
7. Strong organisational skills; able to work on multiple tasks and prioritise competing deadlines.
8. Excellent IT skills, with a strong working knowledge of MS office and database software packages.
9. Able to work on own initiative and as part of a team.
10. Ability to complete tasks with minimum supervision.
11. Discretion and able to maintain confidentiality.
12. Willingness to learn new skills and self-awareness of personal development areas.
13. Demonstrate an enthusiasm to develop a career in research and database management to support the fundraising work of Tyne & Wear Archives & Museums.
14. Committed to Equal Opportunities and anti-discriminatory practice.

Desirable

1. Experience of undertaking database management and potential donor research within a fundraising role preferably in the arts, museums or heritage environment.
2. Experience of using CRM (Customer Relationship Management) databases, Blackbaud Raiser's Edge NXT in particular.
3. Experience of administering Gift Aid submissions.
4. High-level proof-reading skills
5. Awareness of following Fundraising Regulator and Charity Commission best practice and guidance.

Part B

The following criteria will be further explored at the interview stage:

1. Ability to understand and use database software to analyse and manage data and prepare comprehensive relevant reports.
2. Strong analytical and research skills; ability to identify and interrogate information from a variety of reference sources.
3. A thorough understanding of current trends, legislation and best practice guidance in relation to data protection.
4. Excellent written and verbal communication skills.
5. Strong organisational skills; able to work on multiple tasks and prioritise competing deadlines.
6. Excellent IT skills, with experience of using MS Office and database software packages.
7. Demonstrate an enthusiasm to develop a career in research and database management to support the fundraising work of Tyne & Wear Archives & Museums.
8. Commitment to Equal Opportunities and anti-discriminatory practice.

Additional Requirements

1. The job role will require the post holder to work on occasional evenings / weekends.
2. The post holder will be required to travel in the North East region to work at a number of sites/locations.