

Care for the Carers

**PERSON SPECIFICATION**

**Volunteer Coordinator**

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Educated to degree level, or holding a relevant professional qualification</li> </ul>	Essential
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working in the voluntary or public sector</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Experience of recruiting and supporting volunteers, and of developing, implementing and evaluating volunteer programmes</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Experience of using a community development approach</li> </ul>	Desirable
	<ul style="list-style-type: none"> <li>Experience of using a range of office systems and IT packages such as Word and Excel</li> </ul>	Essential
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>Able to develop and maintain strong relationships with colleagues and with key individuals in external agencies</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Excellent communication skills in both formal and informal environments, and the ability to gain and maintain volunteers' confidence</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Ability to manage changing priorities and own workload accordingly</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Ability to work independently, whilst maintaining good communication with colleagues</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Ability to produce written reports and undertake presentations to a range of stakeholders</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Current knowledge of good practice in volunteer recruitment and development</li> </ul>	Desirable
	<ul style="list-style-type: none"> <li>Experience of developing and delivering training</li> </ul>	Essential
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Commitment to equality and inclusion</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Possess good judgment and show discretion at all times</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Organised and attentive to detail</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Approachable and professional</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Flexible and creative thinker</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Empathic and non-judgemental approach</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Ability to communicate well with colleagues</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>Awareness of carers' issues and needs</li> </ul>	Desirable
	<ul style="list-style-type: none"> <li>Car driver</li> </ul>	Essential

February 2020