

Person Specification – Volunteer Coordinator

Qualifications	Essential/preferred	
Community Work qualification or equivalent	P	Application form
Experience		
Recruiting, placing, training and managing volunteers within a VCSE setting	E	App form & Interview
Working with diverse communities	E	App form & Interview
Monitoring, collating information and reporting	E	App form & Interview
Using a CRM system (not essential as training will be given)	P	App form & Interview
Skills & Knowledge		
Excellent communication skills	E	App form & Interview
Knowledge of Volunteering policies	P	App form & Interview
strong interpersonal skills and the ability to deal with a diverse range of people.	E	App form & Interview
the ability to deal with information in a confidential manner and respond with sensitivity	E	App form & Interview
good organisational skills and the ability to manage a variety of tasks	E	App form & Interview
administrative and IT skills, and an ability to maintain records and produce clear written and oral reports	E	App form & Interview
Ability to work in a diverse community setting	E	App form & Interview
Ability to work independently and as part of a team	E	App form & Interview
understand and empathise with the aims and values statement of the Centre and its equal opportunities policies	E	App form & Interview
an empathy with volunteers and an understanding of their needs	E	App form & Interview
Personal Attributes:		

Positive, solution focused attitude (can do)	P	App form & Interview
Strong team player	P	App form & Interview
a flexible and non-judgemental approach to people and work.	E	App form & Interview
the capacity to inspire and motivate others	E	App form & Interview
A high degree of integrity and awareness of the need for confidentiality	E	App form & Interview
Willingness to undertake training if required	P	Interview
Understand & empathise with aims of Centre's values statement	E	Interview