

## **VOLUNTEER COORDINATOR - PERSON SPECIFICATION**

**Essential: the successful candidate will meet the majority of these requirements.**

### ***Experience***

- Relevant professional or personal experience of volunteering or working with communities.
- Experience of recruiting, training and supporting volunteers
- Inputting data and maintain accurate records on a database and using excel.
- Understanding of the GDPR and of processing sensitive/personal information
- Experience of working collaboratively within an organisation and across teams.

### ***Skills and Knowledge***

- Ability to prioritise workload and managing conflicting demands
- Ability to work to deadlines
- Knowledge of different types of volunteering (informal/formal)
- Empathy with volunteers and an understanding of their needs.
- Detailed knowledge and understanding of safeguarding children and vulnerable adults.

### ***Education, Training and Qualifications***

- Educated to equivalent GCSE level 4 or above in Maths and English

### ***Personal Attributes***

- An interest in the charitable sector
- Ability to develop positive and productive working relationships with colleagues and external partners and stakeholders.
- Ability to work on own initiative
- A strong team player and communicator who will work in partnership with colleagues across the organisation to achieve joint objectives.
- Highly detail orientated.
- Be committed to achieving high standards with the resources available.
- Commitment to equality of opportunity and staff development.

**Desirable: the successful candidate should meet some of these requirements.**

### ***Experience***

- Experience of working with vulnerable people or in a confidential, sensitive environment.

### ***Education, Training and Qualifications***

- Evidence of continuing training and development relevant to volunteering.
- Safeguarding qualification.