

## Person Specification

### Post of: Volunteer Coordinator

#### 1. Experience and Knowledge of:

Criteria	Essential	Desirable	Assessment ( see key)
1. A good standard of education equivalent to 5 GCSE A-C passes	✓		A
2. A minimum of 2 years working in the voluntary sector with black minority ethnic communities and developing networks in the community.	✓		A,I
3. Experience in volunteer management preferably working with black minority ethnic women. Including the recruitment and training of volunteers and managing of expenses.	✓		A, I
4. Experience of managing/working with befriender volunteers.		✓	A, I
5. The ability to speak a second language fluently preferably in Hindi, Gujarati Urdu or Punjabi.	✓		A, I

#### 2. Skills

6. Good organisational skills, able to prioritise workloads, to meet team objectives.	✓		A, I
7. To be self motivated with the ability to motivate staff and ensure they are supported in their roles, through recruitment and development	✓		A, I
8. Good communicator, in writing and in person. Excellent interpersonal skills with the ability to confidently build and maintain good relationships with people from a wide variety of backgrounds and ages.	✓		I, P
9. Marketing of services to organisations agencies and volunteers to gain support and develop networks.	✓		A,I
10. Good IT skills , able to maintain accurate records, provide numerical and qualitative data .	✓		I,G
11. Ability to maintain confidentiality in relation to client group.	✓		A, I
12. Understanding of Equality and Diversity Legislation in relation to role	✓		
13. Flexibility being able to work in evenings and weekends if required.	✓		A, I
14. Commitment to working to end of the project.			

A= Application form, Interview = interview, P= Practical.