

**PERSON SPECIFICATION – VOLUNTEER CO-ORDINATOR**

Essential/ Highly Desirable/Desirable

Knowledge/Experience

Use of Microsoft packages	E
Confident telephone manner	E
Ability to prioritise own workload	E
Working with volunteers or people in unpaid roles	HD
Experience of setting up groups of volunteers	HD
Event organisation	D
Minute-taking	D
Diary management	D
Database management	D

Skills and Abilities

Teamwork	E
Good Communication skills	E
Organised	E
Flexible	E
Proactive	E

Personal Qualities

Enthusiastic and approachable	E
Friendly manner	E
Self-motivated	E
Enjoys working as part of a team	E
Energetic	E

Values/Attitudes

Innovative	E
Person centered	E
Collaborative	E
Adaptable and flexible	E
Commitment to inclusiveness and participation	E
Commitment to community-led development	E
Commitment to equality and diversity	E

Resources

Post holder should possess a current valid driver's licence and be prepared to travel using own vehicle	E
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