

Volunteer Coordinator

<u>Knowledge/Experience</u>	<u>Essential/ Highly Desirable/ Desirable</u>
Recruiting and working with volunteers or people in unpaid roles	E
Understanding of the motivation of volunteers and the challenges involved in recruiting, training and retaining volunteers.	E
A well-developed understanding of Surrey's geography and communities	E
Experience of networking and building good relationships	HD
Experience of engaging with people with differing communication needs	HD
Experience of arranging meetings and diary management	HD
Experience of working in Health or Social Care	D
Experience of database management	D
<u>Skills and Abilities</u>	
Able to relate to a diverse range of people	E
Attention to detail	E
Ability to build and maintain relationships	E
Ability to prioritise own workload	E
Ability to work with external stakeholders	E
Excellent presentation and written skills	E
Organised, able to prioritise, with excellent time management skills	E
Well-developed IT skills	E
Ability to work independently, as part of a team and through others	E
<u>Personal Qualities</u>	
Desire to improve services based on feedback from the public	E
Self-motivated	E
Flexible	E
Confident, Outgoing, persuasive and enthusiastic	E
Person-centred	E
<u>Values</u>	
Adaptable	E
Tenacious	E
Collaborative	E
Commitment to equality and diversity	E
Commitment to community-led development	E

The role is a mix of office and home-based working. Possession of valid UK driver's licence and able to travel within Surrey using own vehicle is required.