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| **POST TITLE:** | | **VOLUNTEERING AND HR COORDINATOR** | |
| The requirements stated below relate solely to the duties and responsibilities laid out in the Job Description. Applicants should provide evidence of their ability to meet the following criteria.  **NB: In your personal statement on the application form, you should cover *all* criteria, as each will be assessed during short-listing.** | | | |
|  | CRITERIA | | **METHOD OF**  **ASSESSMENT** |
|  |  | |  |
|  | KNOWLEDGE | |  |
| **1** | A good understanding of the issues and the needs affecting older people | | **A & I** |
| **2** | Understanding of reasons why people volunteer and what they expect to get from it. | | **A & I** |
| **3** | Knowledge of good volunteer practice | | **A & I** |
| **4** | Knowledge of promoting volunteer opportunities | | **A & I** |
| **5** | Knowledge of HR policies and practice | | **A & I** |
|  | **SKILLS & ABILITIES** | |  |
| **5** | Excellent recruitment and assessment skills | | **A & I** |
| **6** | Excellent planning and record keeping abilities | | **A & I** |
| **7** | Ability to lead on volunteering best practice in the organisation and to act as a gatekeeper and advisor on all aspects of volunteering across the AUC services. Supporting staff who have direct responsibility for volunteers. | | **A & I** |
| **8** | Ability to provide strong admin/coordinator support to the HR function | | **A & I** |
| **9** | Able to produce reports and statistics | | **A & I** |
| **10** | Excellent verbal and written communications skills | | **A & I &E** |
| **11** | Ability to relate well to people in line with diversity and inclusion best practise | | **A & I** |
| **12** | Good networking skills | | **A & I** |
| **13** | Ability to develop volunteer roles. | | **A & I** |
|  | EXPERIENCE | |  |
| **14** | Experience of supporting central functions such as volunteering or human resources | |  |
| **15** | Experience of working in a role communicating with the public | | **A & I** |
| **16** | Experience of minute/note taking in a range of meetings including those with a need for confidentiality | | **A & I** |
|  | QUALIFICATIONS & TRAINING | |  |
| **17** | Competent IT skills, including using a database (ideally Charity Log and People HR) | | **A & I & E** |

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|  | PHYSICAL REQUIREMENTS |  |
| **18** | Must be able to travel across Camden on public transport to various work sites when required | **A & I** |
|  | EQUAL OPPORTUNITIES |  |
| **19** | Understanding of and commitment to Equality and Diversity principles, particularly in relation to employment, service provision and older people | **A & I** |
|  | OTHER REQUIREMENTS |  |
| **20** | May be required to work occasional evenings and weekends | **A & I** |

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| METHODS OF ASSESSMENT: KEY TO ABBREVIATIONS | | |
| A | Application Form (these are also shortlist criteria) | |
| I | Interview | |
| E | Exercise | |
| Date: | |  |