

PERSON SPECIFICATION

POST: VOLUNTEER PLACEMENT CO-ORDINATOR

Please ensure that you show **how** you meet the following requirements when completing your application form.

	ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT
	<p>QUALIFICATIONS/KNOWLEDGE</p>	
1.	Good general standard of education or equivalent work-related experience.	App Form/Interview
2.	Knowledge of management principles and evaluation techniques.	App Form/Interview
3.	Evidence of training/education in either community development, volunteering, or HR.	App Form/Interview
4.	Proficient in basic computer applications, such as word processing, excel, and Microsoft Office Suite.	App Form/Interview
5.	Able to evidence excellent, organisational, record-keeping, and planning skills.	App Form/Interview
6.	Work with multiple agencies across different sectors which helps establish working relationships with the ability to influence decisions relating to volunteering capabilities.	App Form/Interview
7.	Ability to present calmly and professionally when dealing with challenging situations	App Form/Interview
8.	Demonstrate capability to communicate both written/verbal	App Form/Interview
9.	Ability to work well with a diverse group of staff and volunteers.	App Form/Interview
10.	Ability to work productively in an unstructured environment with frequent interruptions.	App Form/Interview
11.	Ability to effectively manage a range of tasks, projects, and responsibilities.	App Form/Interview
12.	Ability to instruct and support performance management of administrative staff.	App Form/Interview
13.	Awareness of issues relating to safeguarding vulnerable adults and safe working practices.	App Form/Interview
14.	Ability to sensitively support and enable others to achieve a high standard of practice.	App Form/Interview
15.	Understanding of volunteering and how it can add value to individuals and communities.	App Form/Interview
		App Form/Interview

	<p>EXPERIENCE</p> <p>1. Worked as a volunteer or with volunteers</p> <p>2. Knowledge of Equal Opportunities</p> <p>3. Awareness of recruitment and associated practices.</p> <p>OTHER CRITERIA</p> <p>1. Ability to work flexibly</p> <p>2. Ability to travel to meet the needs of the role.</p>	<p>App Form/Interview</p> <p>App Form/Interview</p> <p>App Form/Interview</p> <p>App Form/Interview</p> <p>App Form/Interview</p>
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