

VOLUNTEER COORDINATOR

- Personal Specification for the role

The requirements stated below relate solely to the duties and responsibilities laid out in the Job Description. Applicants will be assessed against the following qualities and abilities.

NB: You should aim to include examples within your application form that cover the essential criteria listed below.

	CRITERIA	Method of assessment	Essential/Desirable
	SKILLS & ABILITIES		
1	Excellent interpersonal skills, including the ability to engage a range of audiences; and the skills to facilitate relevant, suitable volunteer training.	A & I	E
2	Excellent organisational skills, including the ability to manage different pieces of work simultaneously	A & I	E
3	Excellent IT skills, including experience of case management information systems	A & I	E
4	Good problem-solving skills and ability to use initiative	A & I	E
5	Skilled in delivering to deadlines	A & I	E
6	Excellent administrative skills	A & I	E
7	Good influencing and negotiating skills with the ability to positively engage others and secure commitment and time	A & I	E
8	Ability to work alone, as well as working co-operatively as a team member	A & I	E
	EXPERIENCE		
9	Experience of recruiting, training, managing and supervising or mentoring a diverse range of staff or volunteers	A & I	E
10	A commitment to equality of opportunity, and the ability to creatively apply equal opportunity principles to service provision	A & I	E
11	Experience of working in services which deliver positive outcomes for marginalised people	I	D
12	Commitment to continuous personal development	I	D
13	Experience of working with older people	I	D
14	Designing and facilitating volunteer training and support	I	D
	KNOWLEDGE		
15	An understanding of the social, cultural and political issues that have impacted African Caribbean older people and the impact of social isolation on these communities	I	D

KEY TO ABBREVIATIONS	
Methods of assessment	
A	Application Form (these are the shortlist criteria) if you don't meet all of the essential criteria listed you are unlikely to be considered for shortlisting.
I	Interview – you will be asked to demonstrate your understanding and practical application or experience in some or all of these criteria if you are invited for interview
E	Exercise – if required, this will be a computer-based written exercise at interview stage
P	Presentation – you may be asked to produce a presentation as part of the interview and selection process
Essential / Desirable	
E	Essential – These must be adequately demonstrated to be considered for shortlisting and you should anticipate being asked to explain these further if called for interview
D	Desirable – Where experience/skills/knowledge are desired criteria and do form part of the shortlisting criteria, but these are areas where on-the-job training could be given. Successful candidates are expected to be fully committed to all 'desirable' criteria
Date	September 2021