

VOLUNTEER COORDINATOR
Person Specification

		Desirable/ Essential
Qualifications or Experience in the fields of:	• Experience of working with and recruiting volunteers • GCSE Grade C or above in English and Maths	Essential Essential
Skills & abilities	• Good communication skills including verbal and written • Good listening skills • Facilitation skills • Organisation skills • Ability to provide support and supervision to volunteers • Computer literate with experience of using Microsoft office and social media platforms	Essential Essential Essential Essential Essential
Experience & knowledge	• Demonstrates a good knowledge of the needs of volunteers • Experience of managing and supervising volunteers • Experience of organising training and developing personal development plans • Ability to communicate effectively in the Welsh Language	Essential Essential Desirable Desirable
Personal characteristics	• Ability to work alone and with others • Self-motivator, able to provide leadership with minimal direction • Have excellent interpersonal and communication skills, and the ability to lead and motivate volunteers • Ability to work at ease with people from different backgrounds, ethnic groups and faiths	Essential Essential Essential Essential
Other requirements	• Able to work antisocial hours where the need arises • Access to a car	Essential Essential
Equal Opportunities	• Expected to make an active contribution towards the development of equal opportunities policy and practice.	Essential