

## Carers Together

### PERSON SPECIFICATION: VOLUNTEERING & ENGAGEMENT CO-ORDINATOR

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Education/ Qualifications	<ul style="list-style-type: none"> <li>Educated to A level standard or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>An additional qualification in a relevant field (i.e. Health, Social Care or Housing)</li> </ul>	Application form / Certificates
Experience/ Knowledge	<ul style="list-style-type: none"> <li>Knowledge and experience of developing and managing volunteer programmes to include the recruitment and selection of volunteers.</li> <li>Experience of developing and delivering presentations and training.</li> <li>Experience of planning and co-ordinating internal and external events.</li> <li>Experience of facilitating and leading group work.</li> <li>Experience of providing information, support and supervision to volunteers.</li> <li>Experience of monitoring and evaluating projects/services.</li> <li>Experience of successfully working with external agencies and stakeholders.</li> <li>An understanding of the issues affecting volunteers and carers.</li> <li>An understanding of relevant legislation, guidance and good practice relating to volunteers and carers.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in or with voluntary / not for profit organisations.</li> <li>Knowledge of external resources and services.</li> </ul>	Application form / Interview / References

	<ul style="list-style-type: none"> <li>• Knowledge and understanding of safeguarding in relation to vulnerable adults.</li> </ul>		
Skills and abilities	<ul style="list-style-type: none"> <li>• Ability to listen effectively and to build relationships.</li> <li>• Demonstrable IT skills including the use of Microsoft Word and Excel.</li> <li>• Ability to organise and prioritise, to work on own initiative and to meet deadlines.</li> <li>• Good written and verbal communication skills.</li> <li>• Planning and organisational skills</li> <li>• Sound problem solving skills</li> </ul>	<ul style="list-style-type: none"> <li>• The ability to use Powerpoint, Keynote or other presentation software packages.</li> </ul>	Application form / Interview / References
General	<ul style="list-style-type: none"> <li>• Willingness to undertake training and development relevant to the role.</li> <li>• The ability to travel between offices and to community venues in the South Tees area.</li> <li>• Commitment to working in partnership with others internally and externally.</li> <li>• Flexible/ team worker</li> <li>• Receipt of a satisfactory, enhanced DBS check.</li> </ul>	<ul style="list-style-type: none"> <li>• Access to own transport.</li> </ul>	Application form / Interview / References / DBS check