

Person Specification

Volunteer Co-ordinator



Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

- Experience of working with volunteers
- Experience of working with groups across a range of ages, abilities and life experience
- Knowledge of the issues and needs surrounding volunteering
- Committed to supporting and promoting volunteering in Museums
- Experience and proficient in the use of MS office software packages, especially Sharepoint, Teams, Excel, Word and Outlook
- Keen attention to detail
- Effective verbal and written communication skills
- Able to relate well to others
- Good organisational skills
- Able to work on own initiative and as part of a team
- Committed to Equal Opportunities and anti-discriminatory practice

Desirable

- Experience of working with different cultural groups
- Previous experience working within a museum or cultural environment

Part B

The following criteria will be further explored at the interview stage:

- Experience of working with volunteers
- Experience of working with groups across a range of ages, abilities and life experience
- Knowledge of the issues and needs surrounding volunteering
- Committed to supporting and promoting volunteering in Museums
- Experience and proficient in the use of MS office software packages, especially Sharepoint, Teams, Excel, Word and Outlook
- Keen attention to detail
- Effective verbal and written communication skills
- Able to relate well to others
- Good organisational skills
- Able to work on own initiative and as part of a team
- Committed to Equal Opportunities and anti-discriminatory practice

Additional Requirements

- The role will require some travel to other TWAM sites in Tyneside and occasional working outside of normal hours. (Evenings and weekends)