

# Person Specification – Volunteer Coordinator



## Essential criteria

### Qualifications, skills and experience

- A strong track record of working in volunteer management
- Experience of recruiting and supporting volunteers
- Experience of developing and delivering a volunteer strategy
- Excellent interpersonal, listening and communication skills
- Proven ability to plan and prioritise a busy, diverse workload and use initiative
- Experience of monitoring, evaluation and reporting
- Good literacy, numeracy and IT skills, including Microsoft Word and Excel

### Knowledge

- Knowledge of best standards and practice of volunteer management
- Understanding of issues around inclusivity, equality and diversity
- Good understanding of the community and voluntary sector

### Personal qualities

- A positive and supportive attitude
- Proactive and self-motivated
- Flexibility and adaptability
- Ability to work well under pressure
- A commitment to volunteering and its value to society
- Genuine interest in community development and engagement
- An interest in social justice and helping people in hardship
- A willingness for continued learning and personal development

## Desirable criteria

- A qualification in volunteer or people management
- Experience delivering training
- Experience of designing promotional campaigns
- Experience managing budgets
- Experience of partnership working
- Knowledge of employability and work placements
- Good knowledge of environmental issues and climate change
- Enthusiastic about engaging people in the environment and carbon reduction
- Able to travel within the local area