

Person Specification

**Volunteering Hub - Royal Edinburgh Hospital Development Worker**

**Essential**

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| 1. Experience of recruitment, support and management of volunteers
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| 1. Experience of working with people who experience mental health problems or with people from other vulnerable groups
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| 1. Ability to assess individuals’ skills, abilities and needs
 |  |
| 1. Experience of supporting the personal development of people with support needs
 |  |
| 1. High level communication skills (written, verbal and interpersonal)
 |  |
| 1. Experience of working independently and as part of a team
 |  |
| 1. A friendly, open personality with the ability to communicate with a diverse range of people
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| 1. High level organisational skills
 |  |
| 1. Competent in Microsoft Office (Word, Outlook etc.)
 |  |

**Desirable**

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| 1. Experience of partnership work
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| 1. Experience of delivering presentations/training
 |  |
| 1. Experience of gathering and collating information
 |  |

This post involves regulated work with adults. Any appointment will be subject to a PVG Scheme record disclosure.