



intandem Volunteer Coordinator

Person Specification

	POST DETAILS
Section/Team:	Management Team
Post Title:	intandem Volunteer Coordinator

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Previous experience of acting as a mentor to young people / working with care experienced young people • Demonstrable track record of working with young people in youth settings & complex environments • Knowledge or experience of Child Protection procedures & expectations • Knowledge of risk assessment framework – To identify and manage risk to young people and mentors. 	<ul style="list-style-type: none"> • Fundraising Experience • Experience of supporting/ managing mentors, staff &/or volunteers
Qualifications	<ul style="list-style-type: none"> • An appropriate youth work/ community / social work qualification or equivalent experience 	<ul style="list-style-type: none"> • Degree/ Further training in youth and community work or related discipline. • HNC Social Care or SVQ 3 in related area
Skills & Attributes	<ul style="list-style-type: none"> • Strong interpersonal skills, able to work with people at all levels • Ability to support and supervise staff, mentors and volunteers • Ability to advocate for young people. • Ability to work in sometimes chaotic settings including de-escalation skills • Excellent written and verbal communication skills • Strong organisational skills • Financially literate – ability to understand budgets • Ability to act on own 	

	initiative/self-motivated <ul style="list-style-type: none"> • Creative thinker – ability to generate and implement new ideas • Ability to prioritise workload • Computer literate (MS Office) 	
Values & Attitudes	<ul style="list-style-type: none"> • An affinity to working with young people commitment to the Social Inclusion of young people through a variety of approaches. • Commitment to a team based approach. • Support for the principles of equal opportunities. 	
Knowledge	<ul style="list-style-type: none"> • Sound knowledge of issues faced by care experience young people. 	
Others	<ul style="list-style-type: none"> • Ability to be flexible re: working locations. • Preparedness to work evenings and weekends on a flexible basis. • Full driving licence 	