



Volunteer Centre Borders

Development Officer

Personal Specification (Please read this before filling out the application form).

The information provided, based on this personal specification, will be used as guidance when short listing all applications and again at interview. It would be useful to provide evidence with the application, giving examples, where appropriate, as to how you meet the specified requirement for the role.

	ESSENTIAL	DESIRABLE
Knowledge and expertise (including qualifications/education and training, experience skills, ability and knowledge)	<ul style="list-style-type: none"> • Previous experience of working with, and supporting, volunteers • An excellent understanding of the needs and motivations of volunteers • Demonstrable relationship building skills and networking abilities • Knowledge of best practice in all issues relating to volunteer management • Experience of delivering presentations to a diverse range of audiences e.g., service users, professionals and other stakeholders • Ability to work as part of a team • Ability to work on own initiative • A valid driving licence and access to a vehicle 	<ul style="list-style-type: none"> • A working understanding of the benefits volunteering has • Knowledge of the Third Sector at both local and national levels • Ability to work in partnership with a wide range of stakeholders • Excellent IT skills across many platforms
Personal attributes	<ul style="list-style-type: none"> • Enthusiastic, solution-based approach to work. • Ability to plan and prioritise workload. • Innovative • Friendly, positive attitude 	

Other requirements

- Occasional out of hours work and weekend work may be necessary
- Overtime not payable but extra hours compensated through time off in lieu
- Ability and willingness to work flexible hours and travel within the Region