

PERSON SPECIFICATION – VOLUNTEER CO-ORDINATOR

Qualifications/Knowledge/Experience

- Educated to a high standard
- Experience of the voluntary sector and working with volunteers
- Strong commitment to the safeguarding and protection of vulnerable adults and children
- Experience of working with families and early years (desirable)
- Strong ICT skills, with experience in Microsoft Office and on-line email systems
- Experience of designing and running volunteer recruitment campaigns
- Experience of delivering training
- Experience of prioritising workload to meet competing deadlines
- Strong social media skills with experience of maintaining websites, Twitter and Facebook posts
- Experience of inputting data onto spreadsheets and analysing data
- Experience of collating and analysing feedback for monitoring and evaluation purposes
- Experience of working with local community groups and organisation

Skills/Abilities

- Excellent communication skills
- Excellent personal organisation skills with a high attention to detail
- Very well organised, able to manage a number of tasks at any one time
- Strong interpersonal skills and the ability to deal with a diverse range of people
- An empathy with volunteers and an understanding of their needs
- A flexible and non-judgemental approach to people and work

Other Expectations

- Ability and commitment to always work within a framework of confidentiality and anti-discriminatory practice
- Commitment to work within the aims, values and ethos of HSGNNL
- Travel across North Glasgow promoting HSGNNL's service
- Presenting and promoting to local groups and businesses
- Some evening and weekend work may be required
- A valid driving licence is required with access to a car