**Person Specification**

**Qualifications:**

* Educated to HND level or higher preferably in the following subjects:
  + - business studies;
    - community development/education;
    - human resource management;
    - social care;
    - youth / social work.
* Entry without a degree is possible given a candidate demonstrates outstanding experience in volunteer co-ordination and fundraising.
* Evidence of volunteer management training.
* HR-related qualifications and training are beneficial

**Skills:**

You will need to show evidence of the following:

* Excellent communication skills;
* Strong interpersonal skills and the ability to deal with a diverse range of people;
* Experience of managing or coordinating projects and volunteers (paid or unpaid);
* Understanding of needs of volunteers;
* Capacity to inspire and motivate others;
* Ability to work independently and with minimal supervision;
* Ability to deal with information in a confidential manner and respond with sensitivity;
* Good organisational skills and the ability to manage a variety of tasks;
* Administrative and IT skills;
* Ability to maintain records and produce clear written and oral reports;
* Experience of working across different sectors and developing links with other agencies;
* A flexible and non-judgemental approach to people and work;
* Ability to cope with limited resources, seize opportunities and think creatively
* An understanding of charitable sector
* A commitment to the organisation’s ethos
* Political awareness of disability issues
* Ability to remain impartial, as this role requires to work with individuals from disadvantaged backgrounds including minority ethnic people and individuals from socially and economically deprived areas

**Work experience:**

Pre-entry experience in following areas for at least 1year but preferably 3 years and more:

* Volunteer co-ordinator
* Volunteering
* People management
* Fund raising
* Youth and / or disability
* Work with socially and economically disadvantaged individuals
* Mentoring