



ALL HULL CVS & MNH EMPLOYEES ARE EXPECTED TO:

- Lead by example, present a positive ‘can-do’ attitude and take personal responsibility for your own actions.
- Work within the performance framework of the charity and live the values of Hull CVS & MNH, contributing to a culture of high performance, continuous improvement and an ethos of driving positive change.
- Represent and promote the Group positively and effectively in all dealings with internal colleagues and external partners.
- Comply with all policies, procedures, and codes of conduct, and commitment to Equity, Diversity & Inclusion.

| Person Specification – Sector Development Officer - Volunteering | | |
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| Requirement | Essential | Desirable |
| Skills & Abilities | <ul style="list-style-type: none"> • Motivated and well organised, capable of prioritising and planning their own workload. • IT literate and numerate. • Attention to detail with pride in producing high quality work. • Good interpersonal skills and able to communicate effectively both written and orally with a wide range of people. • Ability to process complex information and explain it in different ways to meet the needs of different audiences. • A calm, professional and positive approach with ability to work under pressure and to deadlines. • Be flexible, proactive and adaptive to the demands of the role. • Fast learner with ability to research and find solutions on own initiative. | <ul style="list-style-type: none"> • Networking and relationship building skills. • Ability to engage and influence. • General financial skills, in particular crating & managing budgets using spreadsheets. |
| Experience | <ul style="list-style-type: none"> • Experience of working with a range of people from various backgrounds. • Experience of working with individuals or organisations in | <ul style="list-style-type: none"> • Experience of working with volunteers. • Experience using a volunteer |

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| | <p>a supportive way, for example coaching, mentoring, or advice and guidance.</p> | <p>management system.</p> <ul style="list-style-type: none"> • Experience of delivering presentations, public speaking or training. |
| Knowledge | <ul style="list-style-type: none"> • A good general understanding of the challenges VCSE organisations are working to address. • A good general knowledge of VCSE organisations in Hull and the way in which charities and voluntary organisations fund their work. | <ul style="list-style-type: none"> • Knowledge of the Public Sector in Hull and the relationship with the charity and business sectors. • Knowledge of volunteer management best practice and understands volunteer policies and procedures. |
| Qualifications | <ul style="list-style-type: none"> • GCSE A-C in English and Maths (or equivalent). | <ul style="list-style-type: none"> • Level 3 Volunteer management qualification. |
| Personal Qualities | <ul style="list-style-type: none"> • Can demonstrate how you hold attention to detail, accountability and integrity in high regard. • Resilient. • Trust worthy and reliable. • Altruistic by nature. • Compassionate and humble. • Commitment to team working. <p>Willingness to undertake training and proactively seek to increase self-knowledge to fulfil the role.</p> | |
| Other | <ul style="list-style-type: none"> • Willingness and ability to travel efficiently across Hull and the surrounding area. • Flexibility to work outside normal hours occasionally and to work at other sites. • Understanding of need to maintain confidentiality. | |