



Person Specification – Volunteer Academy Coordinator

Requirement	Essential	Desirable
Skills & Abilities	<ul style="list-style-type: none"> • Excellent administrative skills. • Proven high level organisational skills with the ability to plan ahead and coordinate a number of demands. • Capable of prioritising and planning their own workload to meet deadlines. • IT literate and numerate with excellent data entry. • Excellent interpersonal skills and the ability to engage with people from a wide range of backgrounds. • Ability to work on tasks independently, as well as part of a team. • Positive approach with a focus on delivering excellent customer service. • Be flexible and adaptive to the demands of the role. • Strong eye for detail. 	<ul style="list-style-type: none"> • Designing marketing material to promote training, events and meetings. • Ability to write reports • Ability to assess basic data.
Experience	<ul style="list-style-type: none"> • Experience in organising training and events. • Experience of working with a range of people from various backgrounds. 	<ul style="list-style-type: none"> • Experience in delivering training. • Experience of using Eventbrite and/or using CMS websites. • Experience managing volunteers.
Knowledge	<ul style="list-style-type: none"> • Knowledge of MS Office Packages including Excel. 	<ul style="list-style-type: none"> • Volunteer Management or Teaching/Training qualification.

Qualifications	<ul style="list-style-type: none"> • GCSE A-C in English and Maths (or equivalent). 	
Personal Qualities	<ul style="list-style-type: none"> • A motivator, with passion and energy. • Willingness to undertake training and proactively seek to increase self-knowledge to fulfil the role. • Commitment to team working. Commitment to continuous personal development. 	
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. • Commitment to equality and diversity and promoting inclusion. 	