



Person Specification – Volunteer Coordinator		
Requirement	Essential	Desirable
Skills & Abilities	<ul style="list-style-type: none"> • Demonstrate a passion for volunteering with an understanding of the impact it can have on volunteers, organisations and society. • Motivated and well organised, capable of prioritising and planning their own workload. • IT literate and numerate. • Good interpersonal skills and able to communicate effectively both written and orally with a wide range of people. • 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
Experience	<ul style="list-style-type: none"> • Experience of managing volunteers • Experience using a volunteer management system • Experience of working with a range of people from various backgrounds. 	<ul style="list-style-type: none"> • Experience of delivering presentations, public speaking or training. • Experience in reporting on volunteering
Knowledge	<ul style="list-style-type: none"> • Knowledge of volunteer management best practice and understands volunteer policies and procedures. 	<ul style="list-style-type: none"> • Knowledge of the VCSE Sector in Hull. • Knowledge of the Public Sector in

		Hull.
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"> • A motivator with passion and energy. • 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. 	