

**Chase and Kings Forest Community Project  
Volunteer Coordinator  
Person Specification**

		<b>Essential</b>	<b>Desirable</b>
	<b>Skills and Experience</b>		
1	Significant experience in recruiting and placing volunteers in a range of organisations in the community voluntary sector.	√	
2	Significant experience in developing and using monitoring and evaluation systems and operating within a recognised quality system	√	
3	Experience of developing and delivering successful projects involving multiple partners and outcomes.	√	
4	Experience of liaising with managers in other organisations to set up volunteering programmes and partnerships.	√	
5	Experience of delivering work in line with equal opportunities policies and best practice.	√	
6	Proven ability to give clear instructions and supervise volunteers.	√	
7	Experience in identifying training needs of volunteers and organisations and arranging training programs.	√	
8	Experience in collecting and analysing data and producing reports with recommendations based on the evidence.	√	
9	Ability to carry out administrative tasks to a good standard.	√	
	<b>Knowledge and Qualifications</b>		
10	An in depth understanding of volunteering from the perspective of the volunteer and the organisation working with volunteers.	√	
11	A good understanding of partnership and collaborative working within the community voluntary sector including equalities and faith groups.	√	
12	A good understanding of the range of factors that motivate volunteers to offer their time.	√	
13	A working knowledge of the legislation that applies to volunteering.	√	
14	Knowledge of the six core functions of volunteering as defined in Volunteering England.		√
15	Minimum educational attainment: O levels/GCSE pass in Maths and English, two A Levels/ NVQ or equivalent or the proven ability to write reports to this level.	√	
16	A working knowledge of use of Word, Excel, the internet and a database IT package to an intermediate level.	√	
17	A knowledge of mental health issues and the management of these.		√
	<b>Personal Qualities</b>		
19	The ability to get on with a wide range of people from different backgrounds and of all ages.	√	
20	Excellent interpersonal skills with a positive and cheerful outlook.	√	
21	Ability to identify potential in people, encourage and motivate others.	√	
22	Ability to prioritise your workload and manage your time effectively.	√	
23	Ability to be flexible.	√	
24	Self motivated and able to work unsupervised alone or in a team.	√	
25	Ability to act within the spirit and requirements of the policies of the CKFP.	√	
	<b>Other</b>		
26	You will require your own transport and full current driving licence to travel to meetings around South Gloucestershire.	√	
27	Willingness to undertake a Criminal Records Bureau Enhanced Level disclosure check.	√	
28	Occasional out of hours evening or weekend working may be required.	√	