

**Person Specification: Volunteering Coordinator at ASSIST Sheffield**

<b>Qualifications</b>	<b>Essential / Desirable</b>
Educated to degree level or equivalent experience	Essential
Training in volunteer recruitment best practice, or equivalent experience	Desirable
<b>Experience</b>	
Proven success in developing volunteering programmes in a social care or voluntary organisation	Desirable
Experience of volunteer coordination: recruiting, supporting, managing and recognising diverse groups of volunteers	Essential
Experience of designing and delivering successful training and/or information events	Essential
Experience of assessing and managing risk	Essential
Experience of developing and communicating organisational policy	Desirable
Experience of partnership working	Essential
<b>Knowledge and Understanding</b>	
Demonstrable understanding and knowledge of current issues and developments in volunteering, the law and best practice relating to this.	Essential
Working knowledge of policies and best practice on the protection of vulnerable adults	Essential
Ability to work to deadlines with good prioritisation, initiative and time management	Essential
Able to build and maintain relationships with a range of stakeholders	Essential
Excellent communication skills, both written and spoken	Essential
Excellent IT literacy and ability to swiftly learn and use new software	Essential
Ability to manage and resolve challenging situations	Essential
Ability to make timely decisions	Essential
Understanding of the importance of evaluation and monitoring	Essential
Ability to keep records up-to-date and prepare reports on volunteering activity	Essential
Knowledge and understanding of the situation of refused asylum seekers	Desirable
Ability to facilitate others to learn new systems and processes	Essential
<b>Personal Attributes</b>	
Empathy with the needs of asylum seekers and the aims of ASSIST.	Essential
Energetic and passionate about the potential for volunteers to bring about positive change	Essential
Adaptable, flexible and determined.	Essential
Analytic, problem solving and 'can do' approach.	Essential
Attention to detail and quality	Essential
Understanding of and willingness to work with diversity and cultural difference.	Essential
Demonstrable commitment to own continuing professional development of relevant knowledge and skills	Essential

