



**WomenCentre –Volunteer Coordinator
Person Specification**

	Essential or Desirable	How Identified Application/Interview (A/I)
Qualifications		
Evidence of a higher/further education	Essential	A
Experience of working with women with multiple issues and vulnerabilities	Essential	A/I
Experience		
Experience of working in a women only environment	Desirable	A/I
Experience of supporting and coordinating volunteers	Desirable	A/I
Experience of involving, motivating, training and developing people.	Desirable	A/I
Experience in publicising and promoting activities	Desirable	A/I
Experience of direct one to one work with women	Desirable	A/I
Experience in providing confidential support, advice and information	Essential	A/I
Ability to provide written reports	Essential	A/I
Ability to maintain and keep records	Essential	A/I
Ability to input data onto the Centre`s data management system	Essential	A/I
Practical and intellectual skills including any specialist knowledge		
Knowledge of the legal framework relating to the protection of children and vulnerable adults	Essential	A/I

Good written, verbal and communication skills	Essential	A/I
An awareness and understanding of Equality and Diversity	Essential	A/I
Personal and Job-Related Skills and Attitudes		
An understanding of confidentiality and its importance within our services.	Essential	A/I
Ability to access key networks and support organisations for women	Desirable	A/I
The ability and commitment to work in an anti discriminatory and anti oppressive way.	Essential	A/I
The ability to communicate effectively with a wide range of people.	Essential	A/I
Ability to deal calmly with frustrating or unexpected situations	Essential	A/I
A good understanding and appreciation of the volunteering role.	Essential	A/I
The ability to plan, monitor and review your own workload.	Essential	A/I
The ability to work on your own initiative and make day to day decisions.	Desirable	A/I
The ability to work as a reliable part of a team	Essential	A/I
Ability and willingness to identify and participate in development opportunities for volunteers and oneself.	Essential	A/I
Awareness of Health and Safety	Essential	A/I
The ability to understand the ethos and values of WomenCentre	Essential	A/I
The ability to follow policies and procedures	Essential	A/I

Special Working Conditions		
Willingness to work flexibly across the week to meet the needs of the volunteer team	Essential	A/I
The willingness and ability to work very occasional evenings and weekends.	Desirable	A/I