



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 The willingness and ability to work very occasional evenings and weekends.	Essential Desirable	A/I A/I
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