PERSON SPECIFICATION – TIME OUT **VOLUNTEER** CO-ORDINATOR

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| **Criteria** | **Essential** | **Desirable** |
| Education and Training | * Good standard of education and literacy & numeracy skills
 | * Safeguarding Vulnerable adults
* Volunteer Management qualification
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| Experience | * Volunteer management
* Working in a person centred approach
* Working in partnership with other organisations
* Knowledge and understanding of Health and Safety issues and Risk Assessment
* Knowledge and understanding of confidentiality issues
* IT literate and familiar with Excel, Outlook, Word and Powerpoint
* Knowledge of Data Protection
* Experience of Safeguarding
* Experience of producing monitoring and evaluation reports
 | * Knowledge of the Redcar and Cleveland area
* Knowledge of Befriending services
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| Skills | * An interest and awareness of the needs of carers health and well-being
* Ability to develop good relationships with a wide range of people and work collaboratively with other providers
* Ability to work across various (partner) premises and as an outreach in community settings
* Ability to deal sympathetically and sensitively with a wide range of individuals
* Ability to develop a database of volunteers and to maintain/service the database ensuring it is current
* Ability to match and monitor appropriately
 | * Knowledge of issues relating to carers and the cared for
* Flexibility and to be able to work with a variety of organisations
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| Other Requirements | * Flexible approach
* Able to travel independently across the Redcar borough
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