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 |
| 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 |
| 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 |
| Other Requirements | * Flexible approach * Able to travel independently across the Redcar borough |  |