

**Time2buildup Co-ordinator Person Specification**

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|  |  | **Essential** | **Desirable** |
| **Education & Qualifications** | * A good standard of education. |  |  |
| **Experience** | * Relevant experience in volunteer   recruitment, engagement, and management, particularly from deprived communities   * Experience of engagement and support of students and young people in volunteering placements * Experience of giving presentations and/or speaking in group settings * Experience of planning and delivering community-based projects with volunteers * Experience of person centred planning and consulting with volunteers * Experience of inter-agency working, networking, and developing partnerships. * Experience of managing and monitoring a project or programmed activity |  |  |
| **Knowledge** | * Sound understanding of volunteering principles, practice, and policy. * Knowledge of the volunteering legislation and regulations * Understanding of and commitment to Safeguarding children and vulnerable adults, including relevant legislation. * Understanding of issues related to confidentiality and GDPR |  |  |
| **Skills and Abilities** | * Good organisational and planning skills including the ability to handle multiple tasks effectively. * Monitor and evaluate community and volunteering projects. * Ability to supervise the work of others * Ability to network and work in partnership with other organisations. * Ability to communicate effectively using all media. * Ability to cope with change and deal with stressful and often emotional work. * Ability to prioritise and manage own workload. * Ability to work on own initiative as well as being able to work collaboratively with others. * Ability to manage and motivate others. * Computer literate * Able to champion the role and contribution of volunteers |  |  |
| **Personal attributes and other requirements** | * Willingness to work some weekends and evenings. * Excellent interpersonal skills, including the ability to relate to a multi-cultural client group * A commitment to working within a Christian ethos. * High level of self-motivation. * Willing to undertake an enhanced Disclosure from the Disclosure and Barring Service. * Loyalty to upholding the project’s reputation and core values.   + A passion for the family   + A passion to be welcoming and friendly.   + A passion to empower people.   + A passion to be the best and provide quality provisions. * Hold a valid driving license and business car insurance |  |  |