

**Time2buildup Co-ordinator Person Specification**

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|  |  | **Essential** | **Desirable** |
| **Education & Qualifications** | * A good standard of education.
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| **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
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| **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
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| **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
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| **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
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