

Person Specification



Job Title: Volunteer Coordinator

Department: Volunteering Development Team (People Services)

Location: Coventry or Warwick, with regular travel to all 3 hospices including Rugby

Responsible to: Head of Volunteering

Attributes	Essential	Desirable
Educational / Professional Qualifications		Volunteer management qualification
Previous Experience	<p>Experience of the recruitment, management and support of volunteers</p> <p>Working knowledge of volunteering best practice</p> <p>Experience of training coordination and delivery</p>	<p>Experience of working within a health or social care environment</p> <p>Experience of the voluntary sector</p>
Skills and Attributes	<p>Strong interpersonal skills with the ability to build relationships with a wide range of people</p> <p>Highly organised with the ability to manage own workload and priorities and to work as part of a team</p> <p>Excellent communication skills both written and verbally</p> <p>Good IT skills with competency around using Microsoft packages and familiar with the use of databases</p>	<p>An awareness of the use of social media in relation to promoting volunteering</p> <p>An understanding of the work of The Myton Hospices and our organisational values</p>

	<p>High degree of motivation, commitment and the ability to use own initiative</p> <p>Good time management and organisational skills with the ability to prioritise and multi-task</p> <p>Ability to deal with difficult situations and provide a friendly, objective service</p> <p>Confident representing Myton at external volunteer recruitment events</p> <p>Enthusiastic and professional attitude</p> <p>A passion for volunteering, which means you maintain up-to-date knowledge of best practice and initiatives related to volunteering</p>	
Other	<p>Full clean UK driving licence and a vehicle for work</p> <p>The ability to work flexibly to attend some meetings and events out of hours</p> <p>Willingness to support appropriate fundraising events</p>	