

# Person Specification



**Job Title:** **Volunteer Coordinator**

**Department:** **Volunteering Development Team (People Services)**

**Location:** Coventry or Warwick Hospice with one day per week visiting the other site. Regular travel will be required in the wider area including our Rugby Support Hub. Working from home is also an option for one day per week.

**Responsible to:** **Head of Volunteering**

Attributes	Essential	Desirable
<b>Educational / Professional Qualifications</b>		
<b>Previous Experience</b>	<p>Experience of the recruitment, management and support of volunteers</p> <p>Working knowledge of volunteering best practice</p> <p>Experience of training design, delivery and coordination.</p>	<p>Experience of working within a health or social care environment</p> <p>Experience of the voluntary sector</p>
<b>Skills and Attributes</b>	<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 and other comms tools 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>	
<b>Other</b>	<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> <p>The right to work in the UK</p>	