

Person Specification



Job Title: Volunteering Development Manager

Department: People Services: Volunteering Development

Location: Coventry Myton Hospice, with regular travel to all of our hospices and retail sites in Coventry and Warwickshire

Responsible to: Head of Volunteering

Attributes	Essential	Desirable
Educational / Professional Qualifications	A Level or equivalent	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>Demonstrable experience of working alongside line managers to support them to engage fully with their volunteer resource</p> <p>Demonstrable experience of guiding and supporting managers with volunteer problem solving and safeguarding issues</p> <p>Experience of leading on the development of new volunteer roles and programmes</p>	<p>Experience of working with volunteers in a retail capacity</p> <p>Experience of the voluntary sector</p>
Skills and Attributes	Strong interpersonal skills with the ability to build relationships with a wide range of people	Awareness of the use of social media in relation to promoting volunteering

	<p>Highly organised with the ability to manager 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>Creative approach to writing copy for volunteering materials</p> <p>Confident at carrying out presentations</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 multitask</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>A passion for volunteering which means you maintain up-to-date knowledge of best practice and initiatives relating to volunteering</p> <p>Enthusiastic and professional attitude</p>	<p>An understanding of the work of The Myton Hospices and our organisational values</p>
Other	<p>Ability to travel between all retail outlets across Coventry and Warwickshire on a weekly basis</p>	

	<p>Full clean driving licence and use of a car</p> <p>Ability to work flexibly to attend some meetings and events out of office hours</p> <p>Willingness to support appropriate fundraising events</p>	
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