

Person Specification

Job Title: **FTC Volunteering Development Administrator**
(16 weeks, starting w/c 5th October 2026)

Department: Volunteering **Location:** Warwick or Coventry

Responsible to: Head of Volunteering **Date:** July 2026

Attributes	Essential	Desirable
Educational / Professional Qualifications	Good standard of literacy and numeracy	Qualification in HR, Business Administration or Customer Service at level 2 or 3
Previous Experience	Experience of administrative and/or office process	Understanding of volunteering best practice
Skills and Attributes	- Customer service skills - Verbal communication skills to deal with a variety of people - Written communication skills - Organisational and time management skills - IT skills including databases - Team working skills - Attention to detail - Able to maintain confidentiality	Confident when speaking to people in a variety of situations
Other	- Able to work on site with some flexibility in locations - The right to work in the UK	