



Activities and Volunteer Coordinator

Person Specification

Essential

- Excellent communication skills both written and oral.
- Ability to work independently as well as part of a small staff team.
- Good working knowledge of Microsoft Office, email, social media.
- Experience of maintaining computer-based data/records.
- An understanding of confidentiality, data protection issues and safeguarding issues.
- An understanding of health and safety and equal opportunities within the workplace.

Knowledge, Skills & Abilities

- Experience of planning and organising an activities programme that will stimulate interest and enhance older people's quality of life.
- Empathy with the elderly.
- Ability to support, encourage and provide support when necessary to volunteers.
- Experience of recruiting and monitoring a wide volunteer base.
- Ability to delegate.
- Ability to motivate and encourage services users to join activities.
- Excellent planning and organising skills.
- Good at time management, an ordered and disciplined approach to managing workload, meeting targets and ability to prioritise.
- Ability to write reports including successful bids to funders and produce statistical records when needed.
- Ability to identify and resolve problems.
- Ability to always maintain confidentiality.
- Ability to stay calm in an emergency.
- Proactive attitude with a positive approach.
- Excellent interpersonal and team building skills.
- Flexibility and willingness to work "hands-on" to meet the needs of the service.

Desirable

- An understanding/experience of the charitable/voluntary sector.
- Experience in updating a website.
- First Aid trained (however training can be provided)