



PERSON SPECIFICATION

ASSISTANT VOLUNTEER COORDINATOR

This role will operate with and around people of all ages and backgrounds, some of whom will be visually impaired.

As this role will involve travelling within West Sussex, applicants must be a car owner/driver.

1. Ability to work on own initiative
2. Good communication skills – written and verbal
3. Good administrative, organisational and IT skills
4. Good time management and ability to plan
5. Understanding and experience of disability
6. Able to work as part of a team
7. Proven ability to plan and organise activities
8. Understanding of volunteering best practice
9. Experience of coordinating volunteers and knowledge of legislation relating to volunteers
10. Experience of event organisation
11. Experience of promoting volunteer opportunities
12. Experience of developing information for different audience
13. Ability to inspire, enthuse and motivate people
14. Experience of working with vulnerable people
15. Ability to give presentations to a range of audiences