



## Person Specification: Volunteer Coordinator

HERIB is a local independent charity offering help and support to people with sight loss. .

The successful candidate will bring experience and enthusiasm to this position and be tolerant and understanding of those with sight loss. It is important the candidate is an excellent leader, communicator and organised individual. Candidates should be prepared to demonstrate these skills at interview.

		Essential	Desirable
<b>Qualifications</b>	Educated to GCSE Level standard or equivalent	✓	
<b>Knowledge/understanding</b>	Good knowledge of Microsoft Office	✓	
	Knowledge of the voluntary sector		✓
<b>Experience</b>	Proactively managed/supported the recruitment and selection processes for volunteers		✓
	Proactively supported, guided and trained volunteer managers and supervisors		✓
	Previous experience of administration work	✓	
	Experience of working within a HR/Volunteering function		✓
<b>Skills</b>	Excellent interpersonal, communication & presentation (written and verbal) skills	✓	

	Time management skills, able to prioritise own and others workloads and meet deadlines	✓	
	Good organisational skills	✓	
	Ability to support/integrate volunteers into charity departments		✓
	Able to produce reports and make recommendations for improvements		✓
	Able to influence, coach and guide others in best practice volunteer management		✓
	A full clean driving licence and use of a car	✓	
	D1 driving licence		✓
<b>other</b>	Willingness to undertake any training considered necessary for the effective performance of your duties	✓	
	A team player with a flexible approach to meet the demands of the post	✓	
	Commitment to the ethos and values of Hull and East Riding Institute for the Blind and empathy to the people who access our services	✓	