

Role - Community Volunteer Co-ordinator

Purpose - To work with the Community of Gainsborough to develop and support volunteering opportunities with local projects		
ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	<p>relevant volunteer coordinating qualification or experience</p> <p>Over 18 years old</p> <p>GCSE Grade C in Maths and English or equivalent</p>	<p>Emergency First Aid</p> <p>Ability to facilitate training to Volunteers</p> <p>H & S at work</p> <p>Risk Assessment</p> <p>Safeguarding</p>
Experience	<p>Experience of working with people from a diverse range of backgrounds</p> <p>Ability to understand, respect and value people's views</p> <p>An understanding of how poverty and social disadvantage impact on people's lives</p> <p>Understanding of the importance and the principles of community involvement in development and partnership working</p> <p>Understanding and commitment to Safeguarding and Child Protection</p>	<p>Making successful grant applications</p>
Skills	<p>Have good communication skills both written and orally and be able to communicate with a wide range of audiences</p> <p>Possess excellent team building and motivational skills</p> <p>Must be able to work on own initiative within agreed parameters</p> <p>Able to maintain records within data protection parameters.</p> <p>Have a competent manner and the ability to work in a friendly, efficient, reliable and supportive way</p>	<p>Knowledge of the Gainsborough Ward in Ipswich</p>

	<p>Any other skills, merits, expertise and qualifications that may be used in a community setting.</p> <p>IT competent</p> <p>Understanding of the importance of confidentiality in relation to working with people</p> <p>Must be willing to work flexible hours as required</p>	
Personal Attributes	<p>Building Relationships</p> <p>Effective communication, assertive and diplomatic</p> <p>Understanding of mental health and well being</p> <p>Development</p> <p>Creative and innovative</p> <p>Outcome focussed and ability to deliver results</p> <p>Customer focus</p> <p>Team Working</p> <p>Effective team member</p> <p>Consulting and including</p> <p>Coaching / mentoring skills</p> <p>Self-Leadership</p> <p>Planning and organising</p> <p>Adaptable and Flexible</p>	