



### Volunteer Coordinator – Person Specification

Key Criteria	Essential	Desirable
Knowledge, Education, Qualifications and Training	Knowledge of working with volunteers and voluntary bodies.	Knowledge of health and safety including risk assessment.
	GCSE English and Maths grade C or above (or equivalent).	First Aid at Work Qualification.
	A current full driving licence.	Qualification gained at further education in a relevant countryside, customer care, human relations or tree management subject.
	Good keyboard skills including Word and Excel.	
Competences		Knowledge of countryside management and the correct use and maintenance of general ground maintenance tools.
	Experience of working as part of a team.	Experience of ground / tree management / maintenance.
	Experience of recruiting, working with, supporting and motivating volunteers.	Experience of producing promotional material.
	Experience of training volunteers.	Experience of supporting events.
	Experience of building relationships with individuals.	Experience of developing and overseeing 'Friends of' Groups.
	Ability to work on own initiative and to deadlines.	
	Experience of carrying out skills assessments.	
	Experience of website development and management.	
	Confident in ability to communicate clearly, concisely and politely with volunteers, employees and members of the public.	
	Experience of writing reports, newsletters, articles or letters.	
	Experience of developing rotas and schedules for volunteers.	Project Management experience.
Experience of keeping records and ensuring they are up to date.		
Other requirements	A good listener.	
	A friendly and approachable manner.	

	Ability to take a flexible approach to your work.	
	Reliable.	
	Trustworthy.	