

RAINBOW TRUST CHILDREN'S CHARITY

PERSON SPECIFICATION – Volunteer Coordinator

	Essential	Desirable
Experience (Previous roles, types of organisations)	<ul style="list-style-type: none"> • Administrative/back office support role in an SME organisation • Managing own daily work load • Producing accurate, high quality work within even-paced environment with repetitive procedures or routines 	<ul style="list-style-type: none"> • Volunteered in an organisation • Worked in a charity • Experience of working with volunteers
Special Competencies (Specific job-related skills knowledge understanding)	<ul style="list-style-type: none"> • Strong oral and written communications skills • Able to develop and maintain cooperative and harmonious relationships with a wide variety of people • Use of a database • Strong MS Office knowledge <ul style="list-style-type: none"> ○ Office 365 ○ Manipulating Excel spreadsheets using formulas etc ○ Competent use of Word – completing mail merges etc ○ Basic PowerPoint – can create visual presentations 	
Disposition (Influence over others, dependability, self-reliance)	<ul style="list-style-type: none"> • Conscientious and disciplined approach to work • Thorough and accurate – seeing work through to completion • Outgoing and friendly communicator • Comfortable with detail and working within established guidelines • Helpful and supportive team member 	
Thinking Style (Practical, conceptual, innovative, traditional, change orientated)	<ul style="list-style-type: none"> • Works cooperatively • Seeks management support before making decisions • Considerate of the feelings and attitudes of others 	
Attainments (Academic & prof qualifications & training)	<ul style="list-style-type: none"> • Educated to A level/or equivalent 	
Motivation (Ambition, money, security)	<ul style="list-style-type: none"> • Completing tasks accurately in a steady, methodical manner • Producing high quality work • Training and development to become a specialist and valued team member 	
Circumstances (Mobility, special demands of job, unsocial hours)	<ul style="list-style-type: none"> • Commitment to own continuing professional development • Able to work flexible hours, to accommodate evening and weekend events • Some UK travel will be required 	