

PERSON SPECIFICATION FOR THE POST OF VOLUNTEER RESOURCER

Essential Criteria

1. Experience of line management and supervision of staff or volunteers
2. Ability to identify volunteer opportunities and match volunteers to those opportunities.
3. Able to develop and deliver training for volunteers, either stand alone or in conjunction with other Pure Innovations staff.
4. Ability to assess, plan and prioritise own work load and that of volunteers to meet required targets
5. Ability to work effectively with other organisations to promote partnership working and sharing of resources.
6. Excellent communication skills and ability to chair meetings.
7. Able to collect accurate data and present to management either verbally or in writing.

General

8. Knowledge and experience of using IT and Microsoft Office packages.
9. Ability to meet deadlines and work under pressure
10. A professional appearance and presentation
11. A commitment to further training and self development
12. Self motivated and enthusiastic about your work
13. Ability to work on own initiative
14. Effective team worker
15. To have a good attendance record and able to meet Pure Innovations Ltd's standard of attendance
16. Able to be flexible with regard to hours of work and work outside normal office hours and at weekends as required
17. A willingness to raise any concerns with management regarding discrimination on the grounds of age, race, sexuality, religion or belief, gender or disabilities
18. Implement safe guarding best practice across all areas of the business and show commitment to safe guarding Young People and Vulnerable Adults.
19. Comply with the Health & Safety at Work Act and take care of your own health and safety and that of colleagues, clients, volunteers and the public.

Desirable

1. Experience of recruiting, managing and mentoring people
2. Experience of working with volunteers and/or people who are disabled and/or disadvantaged
3. Current driving licence and use of a car for work

