# **North Ayrshire Women’s Aid**

# **Person Specification: Volunteer Co-Ordinator**

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| **Essential**  | **Evidenced**  |
| Have an SVQ Level 3 in social services and health care. | Application  |
| Experience of working with vulnerable groups  | Application  |
| A sensitivity to, and knowledge of, the issues and support needs of vulnerable women and children in relation to domestic abuse  | Application /Interview  |
| Ability to communicate effectively both orally and in writing  | Application  |
| Ability to engage with and develop relationships with volunteers within professional boundaries. | Application  |
| Ability to create effective work plans and to maintain records and reports on outcomes | Application  |
| Excellent organisational skills – able to prioritise & manage workloads effectively. | Application/ Interview |
| Experience of working with volunteers and understanding the challenges of retaining volunteers. | Application  |
| Ability to establish and maintain effective working relationships with NAWA staff and external agencies | Application /Interview  |
| Driving Licences with use of own car  | Application  |
| Ability to travel within North Ayrshire area and further afield if required.  | Interview  |
| **Fitness to Practice**  | **Evidenced** |
| Competent to register with SSSC  | Application  |
| **Desirable**  |  |
| Experience of designing and delivering training  | Application  |
| Experience of co-ordinating a service & managing people | Interview  |
| Personal Qualities |  |
| Highly motivated and enthusiastic.  | Interview |
| Calm, compassionate, friendly, sensitive and sensible approach. Demonstrates responsibility, reliability and integrity.  | Interview  |
| Strong organisational skills.  | Interview  |
| Confident in own judgement and initiative, but will ask for help or advice if needed | Application  |
| Non-judgemental, empathetic attitude. | Application  |
| **Special Requirements**  |  |
| Have the flexibility to work evenings and weekends when required. | Interview |