# **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 |