

PERSON SPECIFICATION SVC PROJECT COORDINATOR 2023

Experience	App	Int	Prob	Shortlist/Interview Criteria			
				1=poor	2=acceptable	3=good	4=excellent
1. Of communicating effectively with volunteers – students and/or community members.	*	*	*				
2. Of working as a volunteer.	*	*	*				
3. Of working/volunteering with groups of vulnerable/disadvantaged people.	*	*	*				

Knowledge	App	Int	Prob	Shortlist/Interview Criteria			
				1=poor	2=acceptable	3=good	4=excellent
1. Have an understanding of the needs of students who volunteer.	*	*	*				
2. Have an understanding of the needs of community members who volunteer.	*	*	*				
3. Have an understanding of the training needs of volunteers.	*	*	*				
4. Have an understanding of the recruitment of volunteers.	*	*	*				

Skills/Abilities	App	Int	Prob	Shortlist/Interview Criteria			
				1=poor	2=acceptable	3=good	4=excellent
1. Good written and verbal communication skills, including presenting and speaking confidently at meetings.	*	*	*				
2. Able to provide support to volunteers and beneficiaries.		*	*				

3. Good organisational skills, able to prioritise effectively, keeping accurate records and financial monitoring (with support).	*		*				
4. Able to recognise training needs, prepare, <i>deliver</i> and evaluate training for volunteers.	*		*				
5. Excellent public speaking skills.	*	*	*				
6. Computer literate.	*		*				
7. A confident/competent driver.	*	*	*				

Personal Attributes	App	Int	Prob	Shortlist/Interview Criteria			
				1=poor	2=acceptable	3=good	4=excellent
1. Flexibility- able to work weekends and evenings as required.	*	*	*				
2. Have a keen interest in and commitment to equality, diversity and inclusion.	*	*	*				
3. Able to work on own initiative and as part of a team.	*	*	*				
4. Able to manage time and prioritise workload.	*	*	*				
5. Able to accept and learn from constructive feed back.			*				

Glossary

Applic. = Evidence from application
Interview = Evidence from interview
Probation = Evidence during probation

Shortlist Criteria

1. – No comments or evidence
2. – Some evidence meets criteria.
3. – More than basic evidence.
4. – Evidence relevant and experience fully.