

Women's Community Matters - Person Specification

Volunteer Co-ordinator (WCM 008)

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Sector relevant degree or comparable experience 	<ul style="list-style-type: none"> • Relevant professional qualification • Membership of a professional body • Supervisor or management qualification
Work Related Experience	<ul style="list-style-type: none"> • Minimum 2 years relevant professional experience • Experience of working with people with vulnerabilities • Experience of monitoring and evaluation • Professional experience of work relating to complex issues affecting women in the field of social work, mental health, domestic violence, sexual abuse, drugs and alcohol dependency or social housing • Knowledge and understanding of safeguarding issues for women and their children 	<ul style="list-style-type: none"> • Experience of working with women with vulnerabilities • Experience and competence in partnership working • Experience of volunteering • Experience of supervising volunteers
Specialist Knowledge, Skills and Abilities	<ul style="list-style-type: none"> • Knowledge and understanding of women specific approaches • Knowledge and understanding of safeguarding issues for women and their children • The ability to implement policies and procedures • Ability to monitor and evaluate service delivery • Ability to write formal reports • Ability to develop effective working relationships with funders, trustees, staff, volunteers, partner agencies and women in the community • Understanding of needs of women offenders • Understanding of needs of women experiencing domestic abuse 	<ul style="list-style-type: none"> • Good local knowledge and understanding of current provision for vulnerable women • Willingness to undertake professional and development training • Experience of volunteering • Experience of supervising volunteers
Personal Attributes	<ul style="list-style-type: none"> • Good communicator and warm and friendly presentation style • Ability to work flexibly and respond to change • Some evening work • Responds well to challenge and a wide range of responsibilities 	<ul style="list-style-type: none"> • Travel across Cumbria and on occasions wider • Full clean driving licence and access to a vehicle for business use • Very occasional weekend work