

## SANDWELL ADVOCACY

### PERSON SPECIFICATION

#### VOLUNTEER DEVELOPMENT OFFICER

<p><b><u>Qualifications and Experience</u></b></p> <p><b>Essential:</b></p> <ul style="list-style-type: none"><li>• Relevant experience in volunteer management and support</li><li>• Experience of recruiting and supporting volunteers</li><li>• Experience of developing and implementing a volunteer strategy</li><li>• Experience of delivering presentations and training in group settings</li></ul>	<p><b>Desirable:</b></p> <ul style="list-style-type: none"><li>• Experience of producing policies and practices relating to a volunteer programme</li><li>• Experience of organising and supporting events</li><li>• Experience of monitoring, evaluation and report writing</li><li>• Experience of funding and fundraising</li></ul>
<p><b><u>Skills and Knowledge</u></b></p> <p><b>Essential:</b></p> <ul style="list-style-type: none"><li>• Knowledge of best standards and practice of volunteer management</li><li>• A Knowledge and understanding of procedures around safeguarding and protection of vulnerable adults</li><li>• Ability to maintain and respect confidentiality</li><li>• Understanding of issues around inclusivity, equality and diversity</li><li>• Excellent interpersonal, listening and communication skills and ability to relate well to people from diverse backgrounds</li></ul>	<p><b>Desirable:</b></p> <ul style="list-style-type: none"><li>• Knowledge of the factors that motivate individuals to volunteer</li><li>• Knowledge of the local statutory and voluntary sectors and services</li><li>• Proven organisational skills</li><li>• Ability to champion the role and contribution of volunteers</li><li>• Ability to manage a social media campaign and presence</li><li>• Experience of designing promotional campaigns</li><li>• Experience of partnership working</li></ul>
<p><b><u>Personal Qualities</u></b></p> <p><b>Essential:</b></p> <ul style="list-style-type: none"><li>• Self-motivated and able to work on own initiative, organising and planning tasks, keeping to work programme and meeting targets and deadlines</li><li>• A positive and supportive attitude</li><li>• Ability to work with and contribute to a team</li><li>• Willingness to take on different tasks as the role develops to meet the needs of the organisation</li></ul>	<p><b>Desirable:</b></p> <ul style="list-style-type: none"><li>• A commitment to volunteering and its value to society</li></ul>

<p><b><u>Other</u></b></p> <p><b>Essential:</b></p> <ul style="list-style-type: none"><li>• Ability to undertake appropriate training in relation to the post and the needs of the organisation.</li></ul>	<p><b>Desirable:</b></p> <ul style="list-style-type: none"><li>• Ability to travel locally, regionally and on occasions nationally to attend such events as conferences and training days.</li></ul>
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