

PERSON SPECIFICATION

POST: Volunteer Development Officer

GRADE: 4

The person specification is an important part of the recruitment process. It should be read carefully as it will form the basis of shortlisting and ultimately, appointing the successful applicant. You must demonstrate how you meet each of the following criteria in your application.

ESSENTIAL REQUIREMENTS	Assessment Criteria
Qualifications:	
<ul style="list-style-type: none"> • 	C/AF
Skills	
<ul style="list-style-type: none"> • To demonstrate the ability to prepare reports 	AF/I
<ul style="list-style-type: none"> • The ability to work on own initiative and as part of a team 	AF/I
<ul style="list-style-type: none"> • Excellent organisational and planning skills 	AF/I
<ul style="list-style-type: none"> • Effective written & oral communication skills at all levels 	AF/I
<ul style="list-style-type: none"> • To have excellent reporting and persuasive skills 	AF/I
<ul style="list-style-type: none"> • Develop and deliver new innovative solutions to encouraging inactive people to become more active 	AF/I
<ul style="list-style-type: none"> • Ability to making effective working relationships with relevant partner organisations and negotiate mutual benefits and objectives 	AF/I
<ul style="list-style-type: none"> • 	AF/I
Experience & Knowledge	
<ul style="list-style-type: none"> • Minimum of 2 year's experience in a sports/youth/education/volunteering industry 	AF/I

<ul style="list-style-type: none"> • Experience of working with young people not in education, training or employment 	AF/I
<ul style="list-style-type: none"> • Experience of working with volunteers 	AF/I
<ul style="list-style-type: none"> • Experience of tracking, recording and evidencing progress achieved by young people 	AF/I
<ul style="list-style-type: none"> • Experience of mentoring and 1-1 interventions with young people 	AF/I
<ul style="list-style-type: none"> • Experience of working in areas of deprivation and particularly working with young people, and of taking positive action to overcome barriers to becoming active 	AF/I
<ul style="list-style-type: none"> • A flexible approach to working hours and willingness to work evenings and weekends 	AF/I
<ul style="list-style-type: none"> • To work with partners, to identify new and innovative ways of recruiting, retaining and supporting volunteers. 	AF/I
<ul style="list-style-type: none"> • Possession of a driving licence and the use of a car for work 	AF/I
Behaviours	
<ul style="list-style-type: none"> • Professional 	AF/I
<ul style="list-style-type: none"> • Respectful 	AF/I
<ul style="list-style-type: none"> • Knowledgeable 	AF/I
<ul style="list-style-type: none"> • Passionate 	AF/I
<ul style="list-style-type: none"> • Solutions Driven 	AF/I
DESIRABLE REQUIREMENTS	Assessment Criteria
Qualifications:	
<ul style="list-style-type: none"> • To hold sports, youth, coaching and/or recreation qualifications 	C/AF

Skills	
• An ability to produce basic promotional material	AF/I
• The ability to chair meetings effectively	AF/I
Experience & Knowledge	
• Experience of monitoring and data collection	AF/I
• Experience of working with other agencies who provide activities for young people	AF/I
• Experience of mentoring young people ensuring their needs and requirements are met via the youth alliance offer to raise inactivity through innovative provision and volunteering	AF/I

NOTE TO APPLICANTS:

Please demonstrate in your application how you feel you meet the above requirements

KEY: I = Interview, C = Certificate, AF = Application Form, T = Test