



Person Specification for role of Bungay Volunteer Coordinator

Criteria	Essential	Desirable
Skills/competencies	<p>Excellent verbal and good written communication skills</p> <p>Good organisational and team coordination abilities</p> <p>Good time management and the ability to self-manage workload and priorities effectively & efficiently</p> <p>IT literate including use of databases</p>	<p>Confident in promoting the charity</p> <p>Presentation skills</p>
Knowledge	<p>Services available to people in Bungay and the surrounding area</p> <p>An understanding of challenges faced by older, vulnerable, lonely, or isolated members of the community</p>	<p>Familiar with range of local and national social media outlets</p> <p>Local knowledge of the town & its environs</p>
Previous experience	Working with/coordinating a volunteer group	Working for a charity
Experience Required	<p>Management of sensitive data</p> <p>Safeguarding and GDPR</p>	
Special attributes	The ability to communicate effectively in a wide range of settings, with diverse groups of people	
Personal qualities	<ul style="list-style-type: none"> • A practical problem solver • An ability to empathise with others • An ability to maintain a non-judgemental perspective • An ability to remain calm and professional under pressure 	