

Volunteer Manager



Person Specification

The successful postholder will need to demonstrate:

Criteria	Essential	Desirable
Job knowledge	<ul style="list-style-type: none"> • Knowledge and proficient use of Microsoft Office applications • Principles of equal opportunities and a commitment to implementing them • Knowledge of the voluntary sector 	<ul style="list-style-type: none"> • Knowledge of monitoring and evaluation. • Knowledge of the Trussell Trust • Knowledge of volunteer management best practice
Experience	<ul style="list-style-type: none"> • Working within a team • Managing staff and/or volunteers in an operational environment • Proven experience of working or volunteering within a not-for-profit organisation 	<ul style="list-style-type: none"> • Training staff or volunteers • Working with volunteer or staff management systems • Working with people with support needs • Writing policies or procedures
Skills	<ul style="list-style-type: none"> • Excellent communication skills – must be able to relate to people at all levels i.e. clients, statutory and voluntary organisations verbally and in writing. • Proven people management skills • Excellent organisational skills • Flexible and self-motivated. 	<ul style="list-style-type: none"> • Building relationships within an organisation and/or with external partners • Using initiative and working independently
Other attributes	<ul style="list-style-type: none"> • Ability to work occasional evenings and weekends • Able to undertake lone working • Ability to travel to attend meetings and events • Committed to partnership working 	