

Person Specification – Volunteer Co-ordinator

<u>Essential</u>	<u>Desirable</u>
Experience	
Experience of working with volunteers in a supervisory capacity	Experience of recruitment, selection and supporting volunteers
An understanding and commitment to volunteering and the voluntary sector	
Experience of developing and delivering training programmes suited to individuals and groups	
Experience of working with horses and all aspects of horse care and stable management	
Education & Qualifications	
Educated to HNC or equivalent level	Experience of working with individuals with support needs
Skills & Ability	
Excellent communication skills and ability to relate to all levels	Sound judgement and decision making skills
Good interpersonal skills	Marketing or understanding of marketing skills
Effective presentation skills	
Ability to contribute to the development of The Brae	
IT literate	
Ability to plan workload and work to specific deadlines	
Personal	
High work rate and stamina	Ability to multi task
Flexible approach	Confident
Patient and tolerant	Enjoys new challenges
Solution focused positive attitude	
Ability to work using own initiative	