

## PERSON SPECIFICATION

**JOB TITLE:** STAFF & VOLUNTEER DEVELOPMENT CO-ORDINATOR  
**GRADE:** EO1: £27,845 - £28,730  
**RESPONSIBLE TO:** Head of Services and Support

	<b>Essential</b>	<b>Desirable</b>
<b>Education/ Training</b>	* 5 GCSE's including English and Maths or equivalent	* Associate member of Chartered Institute of Personnel & Development
<b>Relevant experience/ training</b>	* Minimum of three years' experience working in a human resources environment  * Experience of developing and maintaining relationships, both internally and externally  * Experience of staff or volunteer management	* Experience in charity / voluntary sector
<b>Skills/ Attributes</b>	Effective team working skills  Excellent communication and influencing skills  Ability to organise, prioritise and delegate effectively to meet challenging deadlines  Problem solving skills  Excellent IT skills  Good attention to detail  Partnership working skills	