

POST		VOLUNTEER COORDINATOR	
Factors	Essential	Desirable	
Qualifications	<ul style="list-style-type: none"> • Relevant Professional Social Work, Family Support, Community Work, Child Care or equivalent qualification SCQF level 7/8 or above. • Car driver. 	<ul style="list-style-type: none"> • Current food hygiene certificate. 	
Experience/Knowledge	<ul style="list-style-type: none"> • Experience of working with volunteers. • Experience of community development. • Knowledge of recruitment and selection processes. • Experience of supervising staff and or volunteers. • Experience of delivering training programmes. • Understanding of induction and development programmes. • Awareness of Health & Safety and Risk Assessment procedures. • Working in partnership with other agencies. • Understanding of local community needs. • Awareness of community organisations. 	<ul style="list-style-type: none"> • Experience of working with children/families who have additional support needs • Experience of working with local media in publicity /advertising • Work as a volunteer. • Knowledge of Child and Adult protection procedures. 	
Skills/Abilities	<ul style="list-style-type: none"> • Excellent communication skills. • High standard of written work. • High standard of IT skills. • Excellent organisational skills. • Record keeping skills. • Ability to work on own initiative. • Ability to work effectively as member of team. • Ability to relate to and motivate others. • Reflective practitioner. • Good team building skills. • Ability to support and supervise staff/volunteer development. • Ability to understand, empathise with, and relate to families and children experiencing difficulties. • Ability to use own judgement/common sense. 	<ul style="list-style-type: none"> • Public presentation skills • Observation and assessment skills 	

<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Committed to anti-discriminatory practice. • Self-motivating, energetic and enthusiastic. • Interest in personal/professional development. • Outgoing friendly personality. • Flexible approach to working. • High standard of integrity. • A positive attitude with a 'can-do' approach. • Supportive of the core values of Families First. 	
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