### **Person Specification** – **SDS Volunteer Co-ordinator**

The SDS Volunteer Co-ordinator is responsible for recruiting, training and supporting SDS Champion/Mentors to support others through sharing their experiences and by being an effective consultative mechanism to monitor and improve SDS delivery.

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| **REQUIREMENTS** | **Essential** | **Desirable** |
| Understanding the needs of older and disabled people, their families & carers | **X** |  |
| Understanding the role and boundaries of volunteering | **X** |  |
| Capabilities in relationship making and building | **X** |  |
| Excellent written and oral communication skills | **X** |  |
| Ability to prioritise work and meet deadlines | **X** |  |
| Effective administrative and organisational skills | **X** |  |
| Computer literate, with knowledge of databases | **X** |  |
| Full driving licence and use of own car/access to | **X** |  |
| Able to work as part of a team and on own initiative | **X** |  |
| Ability to be an effective representative for the charity | **X** |  |
| Ability to raise the profile of volunteering within project | **X** |  |
| **EXPERIENCE** |  |  |
| Experience of running a volunteer project | **X** |  |
| Experience of recruiting, training and supporting volunteers | **X** |  |
| Experience of self directed support |  | **X** |
| Experience of promoting the rights of disabled people |  | **X** |
| Experience of presentations to small groups, stakeholders and wider audiences to raise awareness | **X** |  |
| Experience of disseminating information/results into meaningful reports for management, funders and external usage |  | **X** |
| Experience of both traditional and social media in raising awareness of information and events | **X** |  |
| **KNOWLEDGE** |  |  |
| Knowledge of principles of Self Directed Support |  | **X** |
| Understanding of range of uses for Self Directed Support | **X** |  |
| Understanding of and a commitment to EqualOpportunities | **X** |  |
| Understanding of the current financial position of providers related to support and funding criterea  |  | **X** |
| **QUALIFICATIONS** |  |  |
| Educated to Higher level | **X** |  |
| Relevant professional qualification  |  | **X** |