



## **PERSON SPECIFICATION**

### **Volunteer Recruitment Co-ordinator (Diversity & Inclusion)**

#### **Essential**

Experience of working with, and understanding of, the needs of diverse communities living in Tameside.

Experience of working with volunteers - to manage and support people into volunteering.

Calm, tactful and discreet, with a clear understanding of the importance of inclusion, diversity, confidentiality and safeguarding.

Ability to process data and statistics.

Well developed interpersonal skills with an ability to communicate well with people from all backgrounds and to facilitate volunteer promotion sessions.

Reliable and self-motivated, flexible, able to work with minimal supervision and to adapt to a regularly changing environment.

Ability to work as part of a larger team.

Awareness of the needs of those affected by a life-limiting illness.

Motivated, organised and computer literate with demonstrable skills in Microsoft Office and databases.

Ability to travel within Tameside and to all Being There Offices.

#### **Desirable**

Full driving licence and use of a car.

Bilingual – verbal and written fluency in English and another language (eg Bengali, Urdu, Hindi, Gujarati, French).

#### **Additional Information**

A Disclosure and Barring Service Enhanced Disclosure will be required for the successful candidate.

**Being There** will request 2 references from your given referees.

The post holder may be required to attend some evening meetings for which time off in lieu will be given.

There is a no smoking policy on all premises.