

PERSON SPECIFICATION SVC PROJECT COORDINATOR 2018

Experience	App	Int	Prob	Shortlist/Interview Criteria			
				1=poor	2=acceptable	3=good	4=excellent
1. Of communicating effectively with volunteers – students and/or community members	✓	✓	✓				
2. Of working as a volunteer	✓	✓	✓				
3. Of working/volunteering with children	✓	✓	✓				
4. Of working/volunteering with groups of vulnerable/disadvantaged people	✓	✓	✓				

Knowledge	App	Int	Prob	Shortlist/Interview Criteria			
				1=poor	2=acceptable	3=good	4=excellent
1. Of the structured workload of students	✓	✓	✓				
2. Have an understanding of university/student life	✓		✓				
3. Have an understanding of the needs of community members who volunteer	✓	✓	✓				
4. Of the training needs of volunteers		✓	✓				
5. Of the recruitment of volunteers	✓		✓				

Skills/Abilities	App	Int	Prob	Shortlist/Interview Criteria			
				1=poor	2=acceptable	3=good	4=excellent
1. Good written and verbal communication skills, including interviewing and speaking confidently at meetings	✓	✓	✓				
2. Able to provide support to volunteers		✓	✓				
3. Good organisational skills, able to prioritise effectively, keeping accurate records and financial monitoring	✓		✓				
4. Able to recognise training needs, prepare, deliver and evaluate training for volunteers	✓						
5. Excellent public speaking skills	✓	✓	✓				
6. Computer literate	✓						
7. A confident/competent driver	✓	✓	✓				

Personal Attributes	App	Int	Prob	Shortlist/Interview Criteria			
				1=poor	2=acceptable	3=good	4=excellent
1. Flexibility- able to work weekends and evenings as required	✓	✓	✓				
2. Have a commitment to Equal Opportunities	✓		✓				
3. Able to work on own initiative and as part of a team.			✓				
4. Able to manage time and prioritise workload	✓		✓				

5. Have a commitment to Millennium Volunteering			✓				
6. Able to accept and learn from constructive feed back			✓				

Glossary

Applic. = Evidence from application
 Interview = Evidence from interview
 Probation = Evidence during probation

Shortlist Criteria

1. – No comments or evidence
2. – Some evidence meets criteria.
3. – More than basic evidence.
4. – Evidence relevant and experience fully.