

PERSON SPECIFICATION

JOB TITLE: Volunteer Co-ordinator (West Cumbria Baby Bank)

Relevant skills & experience

Experience/skills	Essential/ Desirable
GCSEs (or equivalent) including English and Maths	Essential
Excellent communication skills, organised, self-motivating and proactive.	Essential
Good communication and people skills	Essential
Able to form and maintain professional boundaries	Essential
Experience of volunteering	Desirable
Experience of sourcing funding through donations and grant applications	Desirable
Compassionate with a heart for the vulnerable, valuing all people who may come in contact with the project.	Essential
Ability to use Microsoft Word, Excel, Powerpoint and Outlook	Essential
Ability to assign and prioritise activities that require completion in a timely manner.	Essential
Experience or understanding of issues affecting vulnerable families	Desirable
Understanding of safeguarding	Essential