

VOLUNTEER CO-ORDINATOR PERSON SPECIFICATION

ESSENTIAL

- Ability to work effectively with people who may have complex needs including language barriers.
- Ability to effectively facilitate individuals engagement and supporting them to sustain volunteering.
- Experience of co-ordinating and delivering opportunities for positive activity, learning, volunteering and work preparation.
- Experience of mentoring or coaching to individuals from migrant communities.
- Experience of networking and developing positive partnerships with other agencies.
- Awareness of positive outcomes for individuals and able to support them to achieve their full potential.
- Experience of recording, monitoring outcomes and providing written reports on project development,
- Ability to work in a demanding, high pressure setting.
- Ability to work effectively as part of a team.
- Ability to prioritise and manage workload effectively.
- Ability to display a commitment to non-discriminatory, non-judgemental, person-centred practice.
- Good work ethic, enthusiasm, sound communication and interpersonal skills commitment.
- Qualification at further/higher education level or relevant job experience or another relevant area.

DESIRABLE

- Experience of working with people from migrant communities and speaking one of the languages e.g. Polish, Russian, other languages.
- A fundamental understanding of the particular needs of people affected by being a member of migrant communities, access to mainstream services, social exclusion and barriers to employment
- Knowledge of relevant community and welfare advice, housing or employability resources in Fife.
- Foreign language skills.