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|  | **Foyle Hospice****Person Specification** |

**Job Title: Volunteer Coordinator (Band 4)**

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| **Criteria** | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualifications /****Education /****Training** | 5 GCSE’s at Grade C or above including Maths and English. | IT Qualification  | **Application form** |
| **Knowledge and Skills** | Proficient in IT skills including Microsoft Office programmes.Administration Experience. | Knowledge of HR processes | **Application form and interview****Application form****And interview** |
| **Experience** | Data base experience. | Experience of working with volunteers. | **Application form** **Interview** |
| **Personal requirements e.g., communication, interpersonal** | Excellent organisational skills.Good communication and interpersonal skills. Self-motivated with the ability to work independently.Ability to work effectively within a team setting.  |  | **Interview****Interview****Interview** |
| **Other requirements** | Clean driving licence and access to a car. |  | **Application form** |

**Where appropriate, reasonable adjustments to these criteria will be considered to accommodate personal circumstances such as disabilities.**