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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.**