

Person Specification – Coordinator

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- Ability to build effective working relationships with volunteers, referrers, clients and others
- Ability to manage, inspire and coordinate volunteers
- Ability to prioritise own workload and manage time effectively
- Understanding of confidentiality and its importance
- Good verbal and written communication skills
- Working knowledge of IT packages, such as Word and Excel
- Good interpersonal and listening skills
- In sympathy with the Christian ethos of Communicare in Southampton
- Prepared to work flexible hours
- Car driver with own transport
- Empathetic, enthusiastic, passionate, caring and outgoing