

## Person Specification – Coordinator

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### Essential

- Ability to build effective working relationships with volunteers, referrers, service users and others
- Ability to manage, inspire and coordinate volunteers
- Ability to prioritise own workload, work independently 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
- Empathetic, enthusiastic, passionate, caring and outgoing

### Desirable

- Car driver with own transport
- Ability to use online means of communication, such as Zoom
- Understanding of social media