

# 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, including confident use of the phone
- 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
- Ability to work in a range of locations across the city
- 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
- Knowledge and experience of safeguarding
- Knowledge and experience of applying Data Protection regulations (GDPR)