

Crich Tramway Village Foundations First Project PERSON SPECIFICATION



JOB TITLE: Volunteer Co-ordinator and Mentor

Skills & Knowledge	Essential	Desirable
Excellent communicator, able to communicate with people at all levels and in different situations.	✓	
A good understanding of the voluntary and community sector, the challenges that it faces, and legislation that affects volunteering.	✓	
Ability to work under own initiative, developing innovative solutions to problems and working calmly under pressure.	✓	
Good presentation skills and confidence to present to a group of people	✓	
An understanding of the Museum/Heritage Sector		✓
Committed to collaborative working with a wide range of stakeholders and partners	✓	
Fully competent in IT and CRM systems including Microsoft Office.	✓	
Good organisational skills	✓	
Ability to mentor volunteers	✓	

Experience	Essential	Desirable
Proven ability to deliver successful projects.	✓	
Competence in meeting deadlines and reporting on project outcomes	✓	
Experience of leading a team, setting high standards and leading by example.	✓	
Experience of work in a customer facing environment		✓
Experience of being a volunteer and working with volunteers from a range of backgrounds	✓	
Experience of managing funding for project delivery.		✓
Experience of mentoring others		✓

Qualifications	Essential	Desirable
A relevant professional/higher education qualification.		✓
Full UK Driving Licence and ability to travel using own transport	✓	