

Person Specification – Volunteer and Community Engagement Worker

This document outlines the Essential and desirable skills, abilities, experience, knowledge and special requirements for the post of Home-Start Clackmannanshire Volunteer and Community Engagement Worker.

This form also indicates how the different requirements may be assessed during the selection process: A = Application Form, I = Interview, E = Exercise

ESSENTIAL REQUIREMENTS	Method of Assessment		
	A	I	E
Education and qualifications			
Relevant minimum qualification at SCQF Level 7 (with a commitment towards ongoing professional development)	✓		
Employment History			
Relevant previous or current employment or volunteering experience	✓	✓	
Working within the Scheme			
Knowledge of the voluntary sector and the roles and responsibilities of voluntary management committees	✓	✓	
Ability to process and collate information	✓		✓
Ability to prepare reports and statistical information	✓		✓
Knowledge of safeguarding processes	✓	✓	
Volunteer Development			
Understanding of best practice in volunteer development	✓	✓	
Knowledge of Volunteering for All Framework	✓	✓	✓
Knowledge and commitment to the Volunteer Charter	✓	✓	
Experience in developing volunteering practices and a positive culture of volunteering	✓	✓	✓
Ability to creativity engage and build relationships with a wide range of people	✓	✓	✓
Working in Partnership and in the wider context			
Knowledge of the wider local third sector	✓	✓	
Promotional skills	✓	✓	
Presentation skills	✓	✓	✓
Social Media Skills	✓	✓	

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Self management/personal attributes			
Interpersonal skills	✓	✓	
A positive and creative approach to tackling tasks	✓		✓
Commitment to good safeguarding practice	✓	✓	✓
Knowledge of and commitment to equal opportunities and anti-discriminatory practice	✓		
Understanding of the need for professional confidentiality	✓		
Good written and verbal communication skills	✓	✓	✓
Negotiating skills	✓		✓

Essential components of the role			
Able to work flexibly on occasion	✓	✓	
Willingness to access training opportunities		✓	✓
Eligibility to work in the UK	✓		

DESIRABLE REQUIREMENTS			
Car driver, and access to car	✓		
Understanding/experience of delivering family support services	✓	✓	✓

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