

## Volunteer Development and Youth Engagement Officer

### Person specification

| Qualifications                                                                        |                                                                                                    |
|---------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| Essential:                                                                            | Desirable:                                                                                         |
| A good standard of basic education with English and Maths GCSE as a minimum           | A relevant qualification in community health/social care or equivalent                             |
| Evidence of ongoing personal development, training and/or skills updates              | A willingness to undertake further training/qualifications if required                             |
| Experience                                                                            |                                                                                                    |
| Essential:                                                                            | Desirable:                                                                                         |
| Experience working collaboratively in a team environment                              | Experience coordinating volunteer programmes and/or recruiting volunteers                          |
| Experience communicating with a diverse range of people                               | Experience of partnership working with a range of other organisations                              |
| Experience working in a fast-paced or multi-tasking environment                       | Experience working with young people aged 18-25                                                    |
| Experienced in using all Microsoft Office applications and managing own computer work | Experience in the use of Go Assemble and online shared working tools, such as Canva and SharePoint |

| <b>Knowledge, skills and understanding</b>                                                                                         |                                                                                                     |
|------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| <b>Essential:</b>                                                                                                                  | <b>Desirable:</b>                                                                                   |
| A good understanding of volunteering and the variety of roles in the sector                                                        | A good understanding of best practice in volunteering                                               |
| Well-developed interpersonal skills and ability to communicate effectively verbally and in writing                                 | Knowledge of the geography of the London Borough of Hillingdon                                      |
| A commitment to equal opportunities and inclusivity                                                                                | Knowledge of the third sector in Hillingdon and an understanding of some of the challenges it faces |
| Strong ability to support and motivate individuals to build confidence, develop skills, and progress into employment               | Understanding of effective outreach approaches to engage residents of Hillingdon to volunteer       |
| <b>Personal attributes</b>                                                                                                         |                                                                                                     |
| Confident and self-assured, with the ability to engage effectively with a wide range of people                                     |                                                                                                     |
| A highly creative, proactive and innovative thinking individual with excellent relationship building skills                        |                                                                                                     |
| Confident in working independently and representing the organisation professionally                                                |                                                                                                     |
| Someone who is enthusiastic and caring towards helping people find volunteer roles and meaningfully engage in H4All's volunteering |                                                                                                     |

Someone who has excellent organisational and time management skills

Able to travel across the borough and deliver activities at various venues,  
for which out-of-pocket expenses will be paid