

Person Specification

Post:

Volunteer at Life's End (VALE)Coordinator

Band: 4

| Criteria | Essential | Desirable | Stage Measured at A – application I – Interview T – Test |
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| Commitment to Trust Values and Behaviours | <ul style="list-style-type: none"> Must be able to demonstrate behaviours consistent with the Trust's Values and Behaviours | | I |
| Training & Qualifications | GCSE English grade C or above (or Equivalent) <ul style="list-style-type: none"> NVQ Level 3 or equivalent experience Knowledge of end of life care through study or experience | <ul style="list-style-type: none"> Adult Teaching Certificate C&G level 2 or equivalent | A A A/I |
| Experience | <ul style="list-style-type: none"> Significant knowledge and experience of working in the NHS or a health and social care setting or voluntary sector organisation Experience of working with volunteers Experience of training and developing staff or volunteers Knowledge of project management acquired through | Experience of managing volunteers | A/I A/I A/I |

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| | formal training or experience <ul style="list-style-type: none"> • Experience of recruitment and selection • Experience of building and maintaining relationships with partners and stakeholders | | A/I A/I |
| Communication and relationship skills | <ul style="list-style-type: none"> • Able to work effectively with people of all grades and professions • Excellent written and verbal communication skills • Tact and diplomacy • Maintain attention to detail under pressure • Experience of dealing with the public • Highly organised • Computer literate • Knowledge and understanding of managing volunteers • Knowledge of Good Practice working with volunteers • Knowledge and ability of training and developing others | | I/T A/I/T I I A/I I A/I A/I A/I A/I |
| Analytical and Judgement skills | <ul style="list-style-type: none"> • Ability to input and extrapolate data using databases and spread sheets • Ability to lead, motivate and | <ul style="list-style-type: none"> • Knowledge of issues affecting vulnerable people • Ability to undertake surveys or audits as necessary to own | I I |

| | manage a team | work | |
|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| Planning and organisation skills | <ul style="list-style-type: none"> • Planning and organisation skills with the ability to be adaptable, flexible and responsive to change organising rota's and day to day management • Able to take initiative and see tasks through to conclusion • Ability to lead and manage a project • Ability to teach and train others • | <ul style="list-style-type: none"> • Knowledge of NHS systems and procedures • Knowledge of Word, Access, Excel and PowerPoint | A/I A/I I I I |
| Equality, Diversity and Inclusion | <ul style="list-style-type: none"> • Able to demonstrate a commitment to and understanding of the importance of treating all individuals with dignity and respect appropriate to their individual needs • Able to engage in compassionate and inclusive leadership in the provision of high quality care and interactions with others | | I I |
| Other requirements specific to the role | <ul style="list-style-type: none"> • Ability to work without close supervision • Able to work flexibly outside working hours | | I I |