



Person Specification

Experience, Knowledge & Skills

- Experience of organising and coordinating volunteers.
- Knowledge of the voluntary sector and charitable organisations.
- Knowledge of homelessness and related issues.

Abilities and attributes

- Organisational and time management skills, with the ability to multi-task, prioritise activities and maintain accountability for your work.
- Excellent written, communication and interpersonal skills with the ability to build relationships with a diverse range of people.
- Work in a person centred, solution focused way.
- Creative thinker and problem solver who is dynamic and proactive
- The ability to deal with information in a confidential manner
- Accurate record keeping.
- Ability to work non-judgementally.
- Cultural awareness.
- Maintain clear professional boundaries.
- Open minded and willing to develop professionally.
- Good IT skills and ability to use MS Office (Word, Excel, Outlook).