

The Brae Riding for the Disabled

Person Specification – Volunteer Co-ordinator

<u>Essential</u>	<u>Desirable</u>
Experience	
Experience of working with volunteers in a supervisory capacity	Experience of recruitment, selection and supporting volunteers
An understanding and commitment to volunteering and the voluntary sector	Experience of working with individuals with support needs
Experience of working as part of a team	Experience working with, looking after, or being around ponies and riders
Education & Qualifications	
Educated to HNC or equivalent level	
Skills & Ability	
Excellent people skills, communication skills, ability to relate to people of all ages and backgrounds	Sound judgement and decision making skills
Effective presentation skills and confident using social media	Marketing or understanding of marketing skills
Ability to contribute to the development of The Brae	Solution focused positive attitude
IT literate - Microsoft Word, databases, email, What'sApp etc	
Good time management, diary management and ability to prioritise workload	Ability to work using own initiative
Personal	
Self motivated and enthusiastic	Ability to multi task
Flexible approach	Confident
Patient and tolerant	Enjoys new challenges