

**Barnsley Independent Alzheimer's and Dementia Support**  
**Person specification – Volunteer Coordinator**

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>No specific qualifications required</li> </ul>		
<b>Knowledge and understanding</b>		
<ul style="list-style-type: none"> <li>A good understanding of the needs of and challenges facing people with dementia and their carers</li> </ul>		√
<ul style="list-style-type: none"> <li>Knowledge of how to use social media sites, including Facebook, Twitter etc</li> </ul>	√	
<b>Skills</b>		
<ul style="list-style-type: none"> <li>Good organisational and time management skills</li> </ul>	√	
<ul style="list-style-type: none"> <li>Good IT skills, including proficiency in using MS Office</li> </ul>	√	
<ul style="list-style-type: none"> <li>Excellent written and verbal communication skills at all levels</li> </ul>	√	
<ul style="list-style-type: none"> <li>Ability to record information as required and produce clear, concise and accurate reports for a variety of target audiences</li> </ul>	√	
<ul style="list-style-type: none"> <li>Interpersonal and networking skills to build relationships and partnerships</li> </ul>	√	
<b>Experience</b>		
<ul style="list-style-type: none"> <li>Experience of working with volunteers</li> </ul>	√	
<ul style="list-style-type: none"> <li>Experience of working with people with dementia and their carers</li> </ul>		√

<b>Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>Ability to demonstrate a commitment to equal opportunities/non-discriminatory work practices through personal and professional conduct</li> </ul>	√	
<ul style="list-style-type: none"> <li>Able to work under own initiative as well as part of a team</li> </ul>	√	
<ul style="list-style-type: none"> <li>Flexible and creative approach to work</li> </ul>	√	
<ul style="list-style-type: none"> <li>Willingness to learn and develop professionally</li> </ul>	√	
<b>Other</b>		
<ul style="list-style-type: none"> <li>Ability to undertake travel in connection with the duties of the post</li> </ul>	√	
<ul style="list-style-type: none"> <li>Ability to work evenings/weekends as required</li> </ul>	√	
<ul style="list-style-type: none"> <li>Must be eligible to work in the United Kingdom</li> </ul>	√	