

PERSON SPECIFICATION

Job Title: Supported Volunteer Development Worker

REQUIREMENTS OF THE POST	HOW MEASURED
<p>1. Disability Awareness</p> <ul style="list-style-type: none"> • To be able to demonstrate an understanding of the social model of disability and barriers to social inclusion 	Application Form Interview
<p>2. Communication Skills</p> <ul style="list-style-type: none"> • To be able to understand and be understood by different groups and individuals in various situations and at all levels • To be able to prepare and present both written and verbal reports • To be able to deliver presentations to groups in order to promote the project using appropriate equipment and techniques 	Application Form Interview Presentation
<p>3. Interpersonal Skills:</p> <ul style="list-style-type: none"> • To be able to form good working relationships with people from a wide range of social, cultural, ethnic and disability backgrounds to enable you to achieve your goals • To be able to work in a way which actively promotes and enhances Volunteering Bradford's reputation • To be able to find creative ways to engage people's involvement 	Interview Presentation
<p>4. Organisation Skills:</p> <ul style="list-style-type: none"> • To be able to plan and organise your own workload, and manage your time • To be able to set up and maintain appropriate systems for the management of your work • To be able to work to tight deadlines • To be able to organise and service meetings and events 	Application Form Interview
<p>5. Team Working:</p> <ul style="list-style-type: none"> • To understand the benefits of Team Working • To have experience of putting this into practice, and to be able to show how this might contribute to Volunteering Bradford's overall effectiveness 	Application Form Interview
<p>6. Information and Communication Technology Skills:</p> <ul style="list-style-type: none"> • To be self-servicing in terms of word processing • To be able to use MS office applications (word processor, spreadsheets and database) to the level of competence to support your work. 	Application Form Interview
<p>7. Equal Opportunities:</p> <ul style="list-style-type: none"> • To be able to demonstrate a commitment to equal opportunities in all aspects of your work • To have experience of working with a range of different communities (including those of disabled people) and cultures 	Application Form Interview Presentation

PERSON SPECIFICATION – (CONTINUED)

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<p>8. Voluntary and community sector:</p> <ul style="list-style-type: none">• To understand the principles and values of volunteering• To understand the nature of the voluntary and community sector and the contribution they make to local communities and society in general• To have at least 2 years experience, paid or unpaid, of development work with volunteers and/or voluntary and community organisations	Application Form Interview
<p>Group Work Skills:</p> <ul style="list-style-type: none">• To have experience of working with groups, using a variety of training and/or facilitation techniques	Application Form Interview
<p>Work Related Circumstances:</p> <ul style="list-style-type: none">• To have a flexible approach to work, and to be prepared to work evenings and weekends as needed• To be willing to undertake training and development linked specifically to the requirements of the job• To be able to travel around Bradford & District in order to carry out the work	Application Form Interview