

Person Specification

WBFL Volunteer Officer



	Essential	Desirable	Verification Method I = Interview A = Application Form
Education & Training			
Qualified to City and Guilds qualification (VRQ Level 3) or equivalent experience in wellbeing, community or social setting	•		A
Level 2 qualification in mental health		•	A
First Aid Qualification		•	A
Training Qualification or experience		•	A
Willingness to work toward a Working with Volunteers qualification		•	A
Willingness to undertake mandatory and role specific training within specified timescale	•		A
Skills & Knowledge			
Skills to listen, influence, negotiate and motivate individuals in relation to wellbeing behaviours.	•		A & I
Good organisational skills and an ability to communicate effectively with a variety of audiences both written and verbally.	•		A & I
Promotional / marketing skills	•		A & I
Ability to handle sensitive data with confidentiality.	•		A & I
A demonstrably sound knowledge of quality systems	•		A & I
Knowledge of asset based community development.		•	A & I
An understanding of the factors affecting wellbeing		•	A & I
Knowledge of safeguarding adults and children		•	A & I
Experience			
Experience of working or volunteering in the community with an ability to relate to people from different backgrounds.	•		A & I
Experience of recruitment, managing and supporting volunteers	•		A & I

Experience of working in a team or a group	•		A & I
Experience of managing own time effectively	•		A & I
Experience of managing data and producing reports to deadlines	•		A & I
Experience of helping people to improve their lifestyle		•	A & I
Other			
Able to show knowledge and understanding of promoting care, compassion, competence, communication, courage and commitment within their role	•		I
Be a team player			
Current driving licence and access to a vehicle			
Flexibility and ability to work outside normal hours when required			
Good working knowledge of Microsoft Office, including PowerPoint and Windows Operating Systems	•		I