

**Cerebral Palsy Plus - Part time Volunteer & project Coordinator**

**Person Specification –**

**Essential Criteria-**

Experience of:

Working closely with a network of volunteers and supporting them on a day-to-day basis.

Experience of co-ordinating volunteers.

Demonstrable leadership skills.

Working independently and being self-motivated.

Excellent communication skills.

Ability to work within a small team.

Ability to carry out research into service development

Developing a small project and responding flexibly to ideas.

Knowledge and understanding:

Diversity, Social Inclusion, equal opportunities, and anti-discriminatory practice re physical and attitudinal barriers

Skills & Abilities:

Be passionate about working with people.

Able to inspire other people.

Ability to work on own initiative.

Ability to keep calm under pressure.

Willingness to be hands on and flexible,

Can-do attitude within the team.

**Desirable Criteria-**

Experience of working in a small charity

Flexibility in role

Experience of working with people with additional needs

Other job-related requirements-

Enhanced DBS check renewed every 3 years

Able to work outside normal hours, as required

Ability to travel around the BS postcode area.

A good understanding of, and commitment to, the safeguarding of vulnerable adults and children