



Person Specification

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St. Helens Council

Job Title: Volunteer Co-coordinator

Ref No:CPH85

Knowledge	E = Essential D = Desirable	Identified by
Understanding and application of health behaviour change models	E	Application Form
Understanding of volunteer models and programmes	E	Application Form/ Interview
Excellent knowledge of local communities in St Helens	E	Application Form/ Interview
Excellent knowledge of local health inequalities issues and principles of Health improvement	E	Application Form/ Interview
Knowledge of Health & Wellbeing priorities	D	Application Form/ Interview
Skills and Abilities	E = Essential D = Desirable	Identified by
Effective communication skills	E	Application Form /Interview
Leadership and supervisory skills	E	"
Presentation skills	E	"
Ability to co-ordinate projects	E	"
Excellent time management skills	E	"
Able to work as part of a team but also on own initiative	E	Application form
Enthusiasm and motivation for helping others to improve health	E	Application Form /Interview
Ability to create positive relationships with organisation and individuals	E	"
Ability to use MS office applications	E	"
Budget management skills	D	"
Training and facilitation skills	D	"



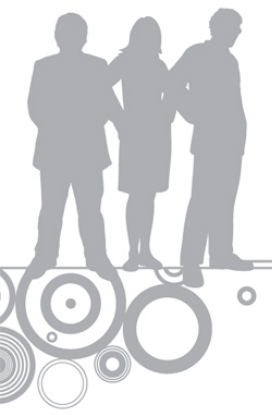
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Experience	E = Essential D = Desirable	Identified by
Experience of working with people from different backgrounds and respect different lifestyles and views	E	Application Form /Interview
Project management in health or community setting	E	"
Work in a performance driven environment	E	"
Experience of working with and supervising volunteers	E	"
Effective partnership working with other health and social care professionals/ third sector	E	"
Development and delivery of training	D	
Qualifications	E = Essential D = Desirable	Identified by
Health/ community development Degree/ equivalent quals or level of experience	D	Application Form
Project Management qualification	D	"
Managing volunteers qualification	D	"
Other Circumstances	E = Essential D = Desirable	Identified by
To be able to travel around the borough	E	Application Form / Interviews as required
To work evenings and weekends When required	E	"
Commitment to promoting healthy eating and healthy lifestyles	E	"
Commitment to providing a people centred service	E	"
Commitment to working and supporting people in non judgemental ways and which challenge discrimination.	E	"



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