

 Portland College	Person Specification
Job Title	Volunteer and CSR Coordinator (Maternity Cover)

Qualifications – essential	
1. GCSE English and Maths at grade C or 4 or above	A
2. Level 3 qualification in business or equivalent	A
Key skills – essential	
3. Able to act as an ambassador for the College at all times	A/I
4. Outstanding ability to communicate verbally and in the written word with people at all levels (internally & externally)	A/I/C
5. Report writing skills, use of Word and Excel to present information	I
6. Ability to accurately utilise CRM systems for data entry, analytics and reporting	A/I
7. Confident presentation skills with experience presenting to decision makers	I/C
8. Ability to build and maintain strong working relationships with key stakeholders.	A/I
Experience – essential	
9. Experience in a person-focussed role	A/I
10. Experience of initiating and developing relationships with employers and key stakeholders	A/I
11. Experience managing a growing database of contacts	A/I
12. Working in a results and target driven role	A/I
13. Experience using Microsoft Office package	A/I
14. Experience of managing a range of Social Media platforms	A
Experience – desirable	
15. Previous experience of recruiting volunteers or working with businesses to develop corporate social responsibility partnerships	A/I
Knowledge – essential	
16. Excellent customer service techniques	A/I
17. Good knowledge of IT systems	A/I
18. Experience of recruitment and selection processes	A/I
19. Knowledge of the importance CSR strategies for businesses and charities	A/I/C
20. Able to resolve problems in a calm and effective manner	A/I
21. Excellent organisational and planning skills with the ability to prioritise workload effectively	A/I/C
22. Strong analytical skills	A/I
Knowledge – desirable	
23. Knowledge of the legal environment for charities relating to volunteering and fundraising	A/I
24. An appreciation of the communication needs of people with disabilities/learning difficulties and the implications on accessible resources	A/I
25. Access to a network of contacts to benefit college marketing	I
Other personal requirements	
26. Willingness to work flexibly to fulfil the duties and responsibilities of the post for both core business functions in accordance with the needs of the College	I
27. Access to your own vehicle and willingness to travel on College business	I
28. Ability to manage a busy schedule of meetings, administration and planning, whilst ensuring deadlines are achieved.	A/I

✓ **How we intend to assess your match with our person specification**

A Application Form C Assessment Centre I Interview