

## Person Specification

### Group Support Coordinator

#### Essential

1. At least three years' paid work experience in or supporting the voluntary sector in a management, development, policy or funding role.
2. Experience of voluntary sector working with organisations and groups to improve their skills.
3. Proven ability to devise and produce materials in simple language which explain complex methods and ideas and which are accessible and easy to use by organisations and groups at all levels of development in the voluntary sector.
4. Experience of helping voluntary organisations to understand and seek to influence policy issues facing the voluntary sector at local, regional or national level.
5. Excellent literacy skills, including the ability to write clearly and quickly.
6. Experience of preparing successful funding bids to statutory or charitable funding sources or both.
7. Experience of running training workshops and making presentations at all levels within the voluntary sector.
8. Proven ability to devise and produce materials in simple language which explain complex methods and ideas and which are accessible and easy to use by organisations and groups at all levels of development in the voluntary sector.
9. Experience of partnership or multi agency work.
10. Good communication skills, including experience of giving presentations and chairing meetings.
11. Good numeracy skills, including the ability to prepare detailed budgets for funding bids.
12. Good negotiating skills, especially in relation to negotiating contract and service level agreement prices.
13. Competent IT skills using Microsoft Office: word processing, spreadsheets and databases.
14. Willingness to attend occasional evening and weekend meetings.
15. The personal qualities required in order to work effectively without day to day supervision in an environment which is always changing and unpredictable.

#### Desirable

1. Experience of research or collecting data and opinions.
2. Experience of supervising staff, volunteers or students.
3. Experience of co-ordinating and administering projects.