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Stepping out into the Community with Compassion to meet Local Need

**PERSON SPECIFICATION – ACTIVITIES CO-ORDINATOR**

In general, we are looking for an enthusiastic and motivated person with a passion for supporting children and their families in line with Footprints in the Community values

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| **PERSON SPECIFICATION** | **ESSENTIAL OR DESIRABLE** |
| **Skills and abilities** |  |
| Excellent organisational skills | E |
| Good verbal and written communication skills | E |
| Experience of working with members of the local community | E |
| Ability to input and extract data from database systems | E |
| Good level of IT skills, and the ability to use a range of software such as Excel and Microsoft Word | E |
| Experience of planning activities suitable for a range of abilities | E |
| Experience of planning and delivering workshops and training | E |
| Experience of working with external facilitators to provide a range of activities  | E |
| Evidence of safeguarding knowledge and appropriate training | E |
| Experience of working with partner organisations | E |
| Experience of working to a budget | E |
| Experience of applying for funding and/or running fundraising events | D |
| Experience of working within the Voluntary Sector | D |
| Experience of working with and supporting volunteers | D |
| **Personal Qualities** |  |
| Excellent communication and listening skills with clear professional boundaries | E |
| Polite and friendly manner | E |
| Honest and reliable | E |
| Willingness to learn and undertake training | E |
| Self-motivated and able to work both independently and as part of a team | E |
| Ability to recognise personal limits and seek guidance and/or support in a timely manner | E |
| Good sense of humour | E |

**Hours and Place of Work**

35 hours per week

The charity is based within central Redcar

**Salary**

NICVA Scale 6 Point 19 £25,927 per annum pro rata (£14.81 per hour – based on a 35-hour full time week)

**Holidays**

5 weeks paid holiday per year plus Bank Holidays (pro rata)

**Other Staff Benefits**

Staff pension

Medicash Scheme (after 3 months’ employment)

Birthday Holiday

Holiday Purchase Scheme (after 12 months’ employment)