

## Good Neighbour Coordinator – Person specification

	Essential	Desirable
<b>SKILLS</b>	Excellent written and spoken communication skills.	Volunteer management.
	Strong ability to build rapport and trust with people from different backgrounds.	Collection, analysis and interpretation of data.
	Well-organised and able to manage multiple tasks and prioritise tasks.	
	Good problem-solving skills, ability to find creative solutions and escalate concerns.	
	Proficiency with Microsoft Office, email and social media.	Experience with Canva or similar design software.
<b>EXPERIENCE</b>	Helping individuals in need of support or guidance.	Experience in a role such as community worker, social worker, teacher, police officer, NHS.
<b>PERSONAL ATTRIBUTES</b>	Empathetic and compassionate.	
	Punctual and organised.	
	Proactive. Able to take the initiative and demonstrate enthusiasm for the role.	
	Able to handle sensitive information with discretion and maintain confidentiality.	
	Aware of the principles of safeguarding and willing to undertake specialist training.	
<b>OTHER CONSIDERATIONS</b>	Willingness to work flexibly, spreading the working hours over the week as required to support clients and volunteers.	
	Willingness to work from home	
<b>QUALIFICATIONS</b>	No specific requirement	Professional qualification in a related field