

Daventry Volunteer Centre

Person Specification

Post Title: Let’s Get Digital Project Worker

Salary: £13.33 per hour full time post – 3 Year contract from September 2024

Attributes	Essential	Desirable	How Identified
Relevant experience	Experience of working with elderly people in the voluntary and community sector	Outreach work with marginalised groups	Application form Interview
Education and Training	<ol style="list-style-type: none"> 1. Education to A level or above 2. I.T Skills 3. Using Databases 4. Counselling skills 	<ul style="list-style-type: none"> • Equality/Diversity/Disability Awareness 	Application form Interview
Special Knowledge and Skills	<ol style="list-style-type: none"> 1. Ability to communicate effectively and empathically with elderly people 2. Supporting elderly people 3. Counselling/Listening skills 4. Ability to network across sectors 5. Excellent IT and Social Media Skills Excellent Database skills 6. Volunteer recruitment, training and support 7. Project monitoring and evaluation skills 8. Report writing 9. Excellent general office and admin skills 	<ul style="list-style-type: none"> • Sympathetic to the needs of a small organisation. • Public speaking. • Project delivery across Daventry and South Northants areas. 	Application, Interview and references

Attributes	Essential	Desirable	How Identified
Any Additional Factors	Self-Motivation Excellent Time-Management Ability to work individually and as part of a team Flexible attitude to working hours Access to own transport with Clean Driving Licence Sense of Humour	<ul style="list-style-type: none"> • Publicity and promotion skills • Fund raising 	Application and Interview