

## Richmond upon Thames Council for Voluntary Service (RCVS)

### PERSON SPECIFICATION

<b>Job Title:</b>	Project Coordinator
<b>Hours of Work:</b>	21 hours per week, based at our office in Richmond but with hybrid working available. Working pattern to be agreed. (Includes occasional unsocial hours for which time off in lieu (TOIL) will be given in line with Richmond CVS's TOIL policy.)
<b>Accountable to:</b>	Capacity Building Manager, Richmond CVS

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#### Criteria

- Demonstrable experience of successful project delivery.
- Strong digital skills including Microsoft Office (Word, Excel and Powerpoint) and social media, with the ability to pick up and use other online platforms and tools, eg Eventbrite.
- Ability to communicate effectively, both verbally and in writing, with groups of people and with individuals including online and in-person meetings.
- Ability to form good working relationships with a wide range of people and to work effectively as a member of a small team.
- Understanding of the voluntary and community sector and possibly experience gained through working or volunteering in a charity.
- Ability to maintain and produce records, statistics and reports.
- Comfortable working independently without constant direction but collaborative by nature.
- Able to prioritise and work to deadlines with good attention to detail.
- Ability to deal with confidential and sensitive information appropriately.
- An understanding of and a commitment to equity, diversity and inclusion both in terms of policy and practical application.