



The University of York / The Student Centre
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Volunteering & Media Development Coordinator Person Specification

Requirements	Essential	Desirable
QUALIFICATIONS		
Literate and numerate to a GCSE level.	*	
Qualification in delivering training.		*
EXPERIENCE		
Experience of working with students or volunteers.	*	
Experience of developing and sourcing new volunteering opportunities.	*	
Experience of developing student fundraising activity.	*	
Experience of the issues facing student media groups e.g. independence, libel etc.		*
Experience of working in a membership led or democratic organisation.		*
Experience of communicating with a diverse range of people, both individuals and groups.	*	
Experience of organising residential camps for children and volunteers.		*
Previous involvement writing funding bids.		*
SKILLS		
General IT skills including a working knowledge of Microsoft Office.	*	
Excellent interpersonal skills- able to communicate well both written and verbally.	*	
Strong time management skills – able to meet deadlines and cope with varying workloads.	*	
Ability to work well under pressure, to be flexible and adapt to changes in priorities.	*	
Posses a positive attitude to work and ability to organise own workload.	*	
Able to work as part of a team as well as under own initiative.	*	
Commitment to the delivery of high standards of customer service.	*	