

Centre Coordinator

PERSON SPECIFICATION

Essential Skills and Experience

- Excellent listening skills, combined with patience and understanding
- Ability to support and manage the independent tutors and volunteers who help run our activities
- Excellent admin skills and attention to detail
- Sensitivity to difference and diversity among users and a commitment to putting equal opportunities principles into practice.
- Good time management with the ability to manage workloads, set priorities and meet strict deadlines
- Strong IT skills and a familiarity with data entry
- The imagination and drive to help develop innovative services for older people
- Ability to set up rooms and lift chairs and light furniture
- Ability to multi task and respond to changing needs and priorities through the day
- Compassion for the issues facing older people
- Networking skills and ability to liaise with external organisations and stakeholders

Desirable qualities and skills

- Awareness of issues affecting the lives of people over 50 and a commitment to Positive Ageing
- Experience of recruiting, supporting and working with volunteers.
- A current First Aid or Emergency Aid Certification.