



# VOLUNTEER PERSON SPECIFICATION

for

## Volunteer Title: Volunteer Administration Worker

Skills	Essential	Desirable
Ability to work with others	✓	
Ability to work on own initiative/self motivated	✓	
Good communication skills	✓	
Excellent telephone skills	✓	
Ability to recall instructions and information	✓	
Excellent time keeping skills; reliability	✓	
Word processing experience (knowledge of WORD for Windows preferable)	✓	
Proven organisation skills	✓	
Data entry experience		✓
Knowledge of photocopiers and fax machines		✓
Experience of working as a volunteer		✓
Willingness to learn new skills		✓
Other:		