

Ogmore Valley Community Council

References and a CRB check will be requested following interview.

Essential skills

- Use of MS Office applications.
- Handling enquiries from members of the public.
- Liaising with other community organisations that provide volunteer recruitment services and show that they implement benefits to the local area
- Able to take and record minutes of meetings.
- A motivated and positive attitude
- A high level of numeracy skills
- Proven ability to work proactively
- Proven ability to establish and maintain positive, professional relationships
- Able to assist, manage and organise projects and data
- Confident to deal with external agencies, partners and enquiries
- Good telephone manner
- Good verbal and written English

Personal effectiveness and organisational skills

- Excellent record keeping skills
- Able to work with volunteers to ensure clear record keeping
- Able to manage diary and work to deadlines
- Use initiative and be resourceful
- Able to be flexible and respond to changing needs of the organisation

Learning skills

- Desire to and proven ability to learn new ways of working that benefit both you and the council
- Desire to share learning with your colleagues

Desirable skills

- Experience of working with members of the community including young people
- Experience of working with volunteers

Experience:

- None require

Education:

- A-Level or equivalent (Preferred)

February 2020