

PERSON SPECIFICATION

Job Title: TWR Coordinator



ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE/ QUALIFICATIONS	<ul style="list-style-type: none"> ● A good understanding of the charity sector and its systems of operation. ● Knowledge of local and national Funding bodies and experience in grant applications. ● Some understanding and experience of Charities in the field of Refugee/Asylum support ● Worked with Volunteers and/or people in the Charity sector 	<ul style="list-style-type: none"> ● Some experience of working for a small/medium sized charity ● Applied and succeeded in obtaining funds for charities ● Experience/work in the refugee or asylum-seeker domain ● Administrated or run a charity ● Foreign language ● Managed & /or supervised Volunteers or groups of people in the charity sector including supervision and DBS etc.
SKILLS & ABILITIES	<ul style="list-style-type: none"> ● Proficiency in computer systems; specifically Microsoft 365 ● Excellent communication and relationship skills to work effectively within the charity and also with other agencies. ● Proven ability to gather information from a range of sources and an ability to coordinate different strands of a charity's work . ● Ability to manage your own workload and organise work distribution. Excellent time-keeping and organisation ● Excellent social skills with all clients, volunteers and Trustees and statutory agencies 	<ul style="list-style-type: none"> ● Advanced office administration skills and experience ● Past experience of working with Statutory Agencies and other bodies ● Co-ordinated clients, volunteers and trustees for a charity ● Foreign language skills
EXPERIENCE	<ul style="list-style-type: none"> ● Knowledge and understanding of people from all walks of life/backgrounds and ethnicity- and from around the world 	<ul style="list-style-type: none"> ● Knowledge of the plight of Refugees from travel or past experience ● Managed volunteers and/or trustees for a charity

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COMPETENCIES	<ul style="list-style-type: none">● A non-judgemental attitude to towards all members of the charity and our associates● An ability to be flexible and responsive to changes in direction and need in your role.● Taking the initiative when you think action is necessary● Sensitivity to local regional and national level organisations and politics	
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