



Policy: Coordinator

This policy covers the responsibility and qualifications for Volunteer Coordinators.

1. RESPONSIBILITY

- 1.1. To coordinate events and administrate Male Health Scotland on a day-to-day basis.

2. DUTIES

- 2.1. Update trustees on administration.
- 2.2. Work with service suppliers as a fixed point of communication.
- 2.3. Ensure fund raising has administrative backing.
- 2.4. Be a fixed point of contact for Volunteers.

3. EDUCATION / EXPERIENCE

- 3.1. Management experience.
- 3.2. Fund raising experience.
- 3.3. Experience in keeping a diary.
- 3.4. Experience in record keeping and filing.

4. SPECIAL

- 4.1. Be able to read and update knowledge as when needed regarding Scottish charity law.
- 4.2. Must work from own home and therefore be a homeowner.

5. PERSONALITY

- 5.1. Self-driven with a positive outlook.
- 5.2. Mature, credible, and comfortable in dealing with people.
- 5.3. Reliable.
- 5.4. Well presented.
- 5.5. Sufficiently mobile and flexible with own transport.
- 5.6. Clean or near clean driving licence.

6. COMMUNICATION

- 6.1. Must be an excellent face-to-face and telephone communicator.
- 6.2. Competent writer of letters.

7. COMPUTING

- 7.1. Adept in use of MS Office, particularly Excel and Word.

8. NUMERACY

- 8.1. Able to understand basic accountancy and finance.