



## Bristol Hospitality Network

### Volunteer and Host Network Coordinator

#### Person Specification

ESSENTIAL CRITERIA		
<b>Volunteer Coordination</b>	1	At least 6 months experience as a volunteer coordinator or lead volunteer in an organisation
	2	At least 6 months experience working or volunteering directly with asylum seekers and refugees
<b>Host Network Coordination</b>	3	Experience of assessing placements and individual people in order to implement effective risk management strategies and individual support plans.
<b>Admin</b>	4	Good range of IT skills including google docs and spreadsheets
	5	Knowledge of the requirements of Data Protection and confidentiality
	6	Excellent organizational skills, including planning, and the ability to prioritise to ensure work is delivered on time and to agreed standards
	7	Ability to communicate effectively in written and spoken English
<b>Other skills</b>	8	Understanding of the experience and needs of destitute asylum seekers
	9	Awareness of, and commitment to, the mission statement, values and objectives of BHN.
	10	Understanding of and commitment to equality, diversity and inclusion
	11	Ability to work effectively with colleagues, Trustees and volunteers
	12	Detailed understanding of, and commitment to, safeguarding adults and children.
DESIRABLE CRITERIA		

<b>1</b>	Experience of delivering training and managing volunteer events
<b>2</b>	Speak a language commonly spoken by our members: e.g. Arabic, Farsi, French, Tigrinya, Amharic, Kurdish Sorani etc
<b>3</b>	Demonstrable commitment to human rights, equality, diversity and inclusion, anti-oppressive and anti-discriminatory practice
<b>4</b>	Experience of hosting destitute asylum seekers or being hosted
<b>5</b>	Experience of writing role descriptions and recruiting volunteers or staff