

Person Specification for Volunteering

CRITERIA	ESSENTIAL	DESIRABLE
<p>Education/Qualifications Good standard of oral/written English</p>	✓	
<p>Skills and Knowledge: Excellent communication skills – written and verbal Able to work in a multidisciplinary team Interpersonal skills Appreciation of confidentiality issues Ability to adapt to change within busy environment</p>	✓ ✓ ✓ ✓ ✓	
<p>Experience: Customer Care Knowledge of filing/record keeping Previous volunteering</p>		✓ ✓ ✓
<p>Other Requirements: Self-awareness of assets and limitations Understanding of volunteering culture</p>	✓ ✓	

Assets and limitations

You will be able to articulate your strengths (for example, friendly and reliable) and where possible personal achievements. You will also be asked to give examples of the criteria above (for example regarding communication, including giving and receiving feedback) as well as showing an awareness of your own limitations relevant to the volunteer task description.

Volunteering Culture

At Bedford Hospital our volunteers have a willingness and desire to help, and provide their time unpaid for the benefit of others. Those wishing to gain work experience will be asked to contact NHS professionals. If you have any questions about this person specification please don't hesitate to call the voluntary services office on (01234) 792213. The final decision to place a volunteer is at the discretion of the voluntary services management team.