

**CHARITY MENTORS SUSSEX**

**SKILLS SOUGHT FOR PROJECT CO-ORDINATOR**

**Interest in the voluntary sector**

* Ideally, an awareness and understanding of the voluntary sector within Sussex, or at least a willingness to build an awareness within a short space of time.

**Interpersonal skills**

* Good interpersonal skills enabling building of sound relationships with potential/actual mentees, mentors, and organisations that can help us e.g. Councils for Voluntary Action.

**IT skills**

* Familiarity with Microsoft, ideally with Microsoft 365 - ability to create and save documents within this platform
* Familiarity with Zoom - ability to set up and run meetings on this platform
* Familiarity with and ability to upload content to social media (Linked In, Facebook, Twitter)

**Administrative skills**

* Good organisational skills leading to efficient keeping of records, files etc. in a manner that others (e.g. chair of trustees) can, if necessary, access without difficulty
* Ability to prioritise and execute tasks to ensure that they are all completed in a timely fashion.
* Efficient diarising of future key events/dates/reports required to ensure necessary actions taken in good time
* Ability to organise events and obtain sponsorship.

**Business skills**

* An awareness and understanding of the business needs of potential client charities sufficient to be able to match the skills of the best (available) mentor to support a new mentee

Chantal Wilson DL

Chairman, Charity Mentors Sussex

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