# Section 2: Role Analysis, Role Descriptions and Person Specifications

Toolkit Template: Person Specification

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| **Person Specification for VOLUNTEER ROLE** | | |
| **This document describes the skills, experience and attributes that a person needs to carry out the above role.** | | |
| **Criteria** | **Essential** | **Desirable** |
| **Knowledge** |  |  |
| **Skills** |  |  |
| **Experience** |  |  |
| **Personal Attributes** |  |  |
| **Qualifications/Training** |  |  |
| **Availability** |  |  |
| **Other** |  |  |

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| **Created by:** | **Date:** |