

## PERSONNEL SPECIFICATION

**Job Title:** Active Club Co-Ordinator – People with Physical Disabilities

**Reporting to:** Performance Sport Manager

	Essential	Desirable
<b>Educational, Professional Qualifications and Previous Experience (all experience should be demonstrable)</b>	<p>* A degree or equivalent 3<sup>rd</sup> level qualification which can be demonstrated is relevant to the post.</p> <p>*Two years full time (or part time equivalent) experience of sports development, sports coaching or community development.</p> <p>* Two years full time (or part time equivalent) experience of working with people with disabilities.</p> <p>* Two years full time (or part time equivalent) experience in planning and co-ordinating active recreation sessions and opportunities.</p> <p>*Experience of organising events and seminars.</p>	<p>**Sports related degree or equivalent 3<sup>rd</sup> level qualification</p> <p>** An understanding of the 'Classification' system used in disability sport.</p> <p>** Demonstrable experience of managing project budgets.</p>
<b>Knowledge and Understanding</b>	<p>Knowledge and understanding of the barriers to participation in sport and active recreation experienced by people with disabilities.</p>	
<b>Skills &amp; Abilities</b>	<p>Competent in the use of Microsoft software packages.</p> <p>A high level of written and oral communication and presentation skills.</p> <p>The ability to use own initiative, organise own work, work within budget constraints and achieve agreed targets and objectives within set timescales.</p> <p>Excellent inter-personal skills and ability to work as part of a team.</p>	

<b>Circumstances</b>	<p>*Ability to work evenings and weekends as and when required.</p> <p>*Access to form of transport that will permit the post holder to meet the needs of the post in full.</p> <p>*Available and willing to undertake training necessary for the post.</p>	
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**Note to all applicants:**

\*Only those applicants who clearly demonstrate how their qualifications, knowledge, experience and skills meet the essential criteria will go forward to the next stage in the recruitment and selection process.

\*\*The desirable criteria may be used for short listing if required. All other essential and desirable criteria will be assessed by selection test and/or interview.